

MISSISSIPPI



Department of Corrections

Annual Report
FY 1988-89

FY 89

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STATE OF MISSISSIPPI

DEPARTMENT OF CORRECTIONS

RAY MABUS
GOVERNOR



LEE ROY BLACK, Ph.D.
Commissioner

January 3, 1990

Honorable Ray Mabus
Governor of Mississippi
Honorable Members of the Mississippi Legislature

Dear Governor and Members of the Mississippi Legislature:

The Mississippi Department of Corrections respectfully submits its Annual Report for Fiscal Year 1988-89. This year's report will provide you and other interested individuals and Agencies with information regarding the activities, status, functions, and impact of the Mississippi Department of Corrections as it executes its statutory responsibility for the care, custody, control, treatment, management, and supervision of adult offenders incarcerated under our system.

Should you have any questions regarding the material in the Annual Report, my staff and I will be delighted to respond.

Sincerely,

Lee Roy Black

Lee Roy Black, Ph.D.
Commissioner—MDOC

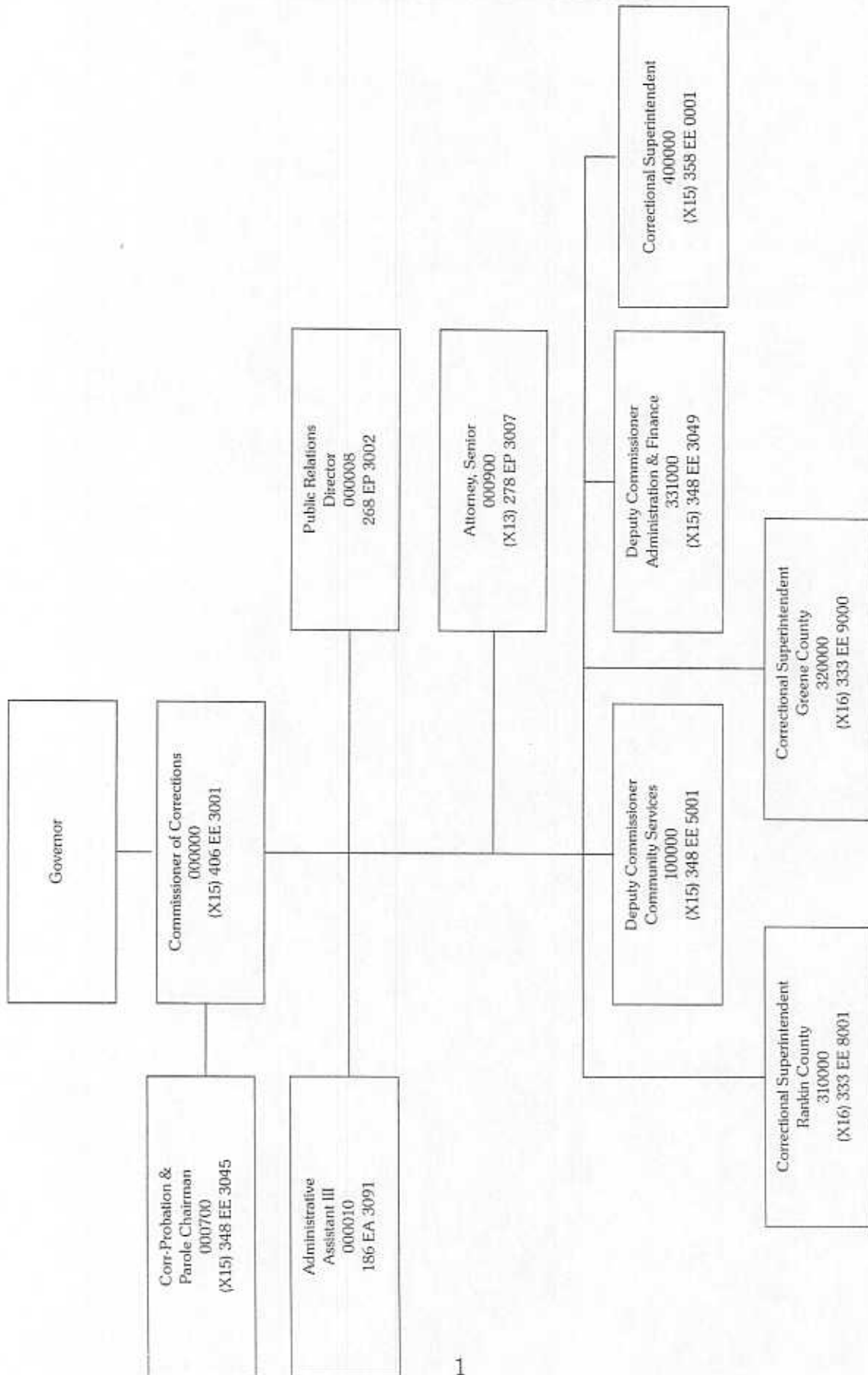
THE MISSISSIPPI DEPARTMENT OF CORRECTIONS HONORS
THE MEMORY OF



ARGENTRA COTTON
Who lost his life in the line of duty
CO-1 (6/3/82-7/18/89)

Argentra Cotton, while making a security check, was killed by an inmate housed at Unit 24. In spite of Officer Cotton's condition, he was able to alert security personnel. This courageous act accounted for the quick response of other employees and the immediate return of the inmate to custody. On behalf of Commissioner Lee Roy Black, the entire Department of Corrections mourns his loss and cherishes his memory.

PREFACE OVERVIEW



Major Concern

As in many states, the backlog of state prisoners in county jails awaiting space at MSP is too large. The overflow population at the end of FY 1988 is estimated to be 1441. Overflow population is defined as the number of inmates in the state prison system that exceeds the court-ordered capacity of state-operated facilities.

Projected State Prison Overflow			
End of FY	Prison Projected Population	*State Capacity	Projected Overflow
1988	8,030	6,564	1466
1989	8,505	7,064	1441

*State prison capacity projection

Basic Responsibilities of the Department of Corrections

1. To accept adult offenders committed to the Department of Corrections by the courts for incarceration, care, custody, and treatment.
2. To develop and maintain institutions and other facilities to enhance the above.
3. To maintain records on all committed offenders.
4. To investigate the grievances of such persons.
5. To administer training programs for departmental personnel.
6. To provide technical assistance to units of local government and allied state agencies.
7. To administer all monies and properties of the department
8. To discharge any other duties established by law.

Early Release Programs

The Department operates three early release programs supervised by the Community Services Division. The programs are:

1. Parole
2. Work Release
3. Supervised Earned Release

During FY 89, a total of 1,528 inmates were released from incarceration through the early release programs.

Governor's Suspension Program

The power to grant clemency on behalf of a criminal offender is afforded to the Governor by the Mississippi State Constitution of 1890. Traditionally, the details and use of clemency have been defined by each Chief Executive and clemency has taken several forms over the years. During the 1987 fiscal year, clemency was exercised somewhat through the Governor's Suspension Program. By executive definition, gubernatorial suspension is a suspension of incarceration, not sentence, and usually is granted for a period of 90 days. Suspensions may be extended at the discretion of the Governor.

The State Parole Board is granted by statute (Mississippi Code of 1972, Section 47-7-5) the exclusive responsibility of investigating clemency, i.e., Governor's Suspension, upon the request of the Governor. Inmates released through the Governor's Suspension Program are supervised by Department of Corrections' field officers.

During FY 89, a total of 42 inmates were released through the Governor's Suspension Program.

MISSISSIPPI DEPARTMENT OF CORRECTIONS PAROLE BOARD

Members of the Parole Board are:

Mrs. Gettis Castilla, Chairperson
Mr. Mackey Hopkins, Board Member
Mr. Robert Hughes, Board Member
Mr. Hubert Foster, Board Member
Mr. Jimmy Fulce, Board Member
Mr. Malcolm McMillan, Administrative Assistant
Mrs. Marvene Bross, Administrative Assistant
Mr. Gene Mailley, Investigator
Mr. Chuks, Agusiogbe, Release Coordinator
Mrs. Bobby Boyd, Secretary
Ms. Maurene Keeton, Secretary
Ms. Cissy Winchester, Secretary

As legislated in the Mississippi Code, Section 47-7-17 and 47-7-31, the Parole Board has the authority to parole eligible prisoners held under the jurisdiction of the Mississippi Department of Corrections. This authority grants that the Board shall order parole only in the best interest of society and has the right to revoke the parole of an offender. The Board is also charged with the duty of investigating and reporting to the Governor, upon his request, with respect to any case of special dispensation regarding prisoners, for which the Governor is empowered.

Fiscal year 89 saw the passage and implementation of legislation that created the state first full-time Parole Board. Since its inception, the Board has worked to increase efficiency within the parole process. Case summaries introduced by this Board have enabled members to conduct more thorough investigations thus increasing their proficiency in determining an inmates ability to become a productive member of society.

During FY90, primary goals of the Board will be; seeking to increase and better communication between the Board and officials involved in the supervision and rehabilitation of state inmates; seek and implement enhanced training for board members and staff; review and update current parole board policies and procedures; increase victim and community awareness and understanding of the parole board and its' mission; and determine the validity of the current risk assessment instrument.

The Parole Board is vital in helping the Mississippi Department of Corrections accomplish its mission by acting as an instrument by which the rehabilitation efforts of MDOC may be evaluated. Further, the board serves as stewards in the continuing efforts to ensure the safety and well-being of the citizens of the State of Mississippi.

Enabling Legislation

The Mississippi Corrections Act of 1976, which became effective on July 1, 1976, created the Department of Corrections. The new law generated several activities, including the following:

On June 22, 1982, Judge Keady entered three orders that:

- (1) extended the authorization to house 300 additional prisoners until October 1, 1982;

- (2) approved 17 of 48 county jails nominated by the Department of Corrections for the housing of state prisoners as being in compliance with constitutional conditions; and
- (3) upheld an earlier decision to allow state prisoners to remain in unnominated county jails if they requested to do so in writing.

On September 10, 1982, Judge Keady ordered that the 300 additional bedspaces may become permanent if DOC hired 23 additional treatment personnel (medical and mental health) by March 10, 1983.

Of the 48 jails nominated by DOC, 39 were approved on January 12, 1983, with housing of state prisoners being limited to 50 percent of the court-approved capacity of each. Motions made by the plaintiffs to appoint a federal monitor and outside experts to inspect jails were denied.

In March 1983, Judge Keady permanently approved the additional 300 bedspaces.

The Court ordered on January 6, 1983, that the state defendants pay attorneys for the Mississippi Prisoners Defense Committee the sum of \$50,000 as interim award for attorneys' fees. The Court also ruled on that date that the plaintiff, United States of America, be dismissed with respect to all issues relating to county jails in the instant cause.

The Court ruled on January 12, 1983, that 39 county jails nominated by the defendants were constitutionally adequate and 8 nominated jails were disapproved. The Court further stated that from and after August 1, 1983, the defendants were prohibited from incarcerating over 50 percent of the court-approved capacity with state inmates.

The Court ruled on April 21, 1983, that the defendants had filled those positions ordered by the Court with either permanent employees, contract employees, or interim employees sufficient to approve the permanent housing of the 300 additional inmates subject to a continuing good faith effort to secure a fully licensed psychiatrist and two fully licensed psychologists within a reasonable time.

The Court awarded a second interim attorney's fee of \$25,000 on July 12, 1983, to the attorney for the plaintiff class. The Court ordered on June 21, 1983,

that the Hinds County Board of Supervisors permit the inspection team, ordered by the Court, on the premises of the Hinds County Detention Center for the purpose of inspecting the facility consistent with the Court's order.

The Court found on May 3, 1983, that the Court's prior decision to disqualify the Bolivar County correctional facility should be reversed. The Court approved the facility consistent with the previous provisions set forth by the Court.

The Court made an award to those attorneys representing the plaintiff class on September 12, 1983. The Court awarded lead counsel \$135,610. The Court further ordered payment to other counsel for plaintiff in the amounts of \$14,000, \$8,143 and \$1,500 and \$41,384.46 for reimbursement of costs and expenses.

The defendants moved the Law Library operation from one unit to another and petitioned the Court to revise the Law Library schedule. The Court approved the defendants' motion and on October 31, 1983, Judge William C. Keady signed the order.

The Court heard a motion filed by the Hinds County Board of Supervisors and Sheriff for contempt citation by the state defendants. Hinds County officials offered proof that the number of state prisoners incarcerated in Hinds County exceeded the Court-approved number of sixty-six. The Court ruled that the state defendants were in civil contempt and ordered that those inmates over the allowable limit be removed from the facility within 30 days of the Court's order dated July 3, 1984.

Judge William Keady, who had presided over the proceedings in **Gates v. Collier**, transferred the case to Judge L.T. Senter, Jr., on April 30, 1985.

The Court approved a consent order on June 18, 1985, allowing the housing of 173 additional inmates in various units at Parchman.

Semi-annual reports were filed with the Court regarding those jails approved for housing inmates.

Federal Court Orders

The first decision in the case of **Gates vs. Collier**, an inmate class action, was handed down on October 20,

1972. It was followed by a raft of others, the most significant one being the order of August 7, 1975, signed by William C. Keady, Chief Judge, United States District Court for the Northern District of Mississippi, cited as 407 F. Supp. 1117 (1975) and styled as **Gates IV**. This order stipulated the closing of several antiquated camps and also that all remaining facilities at the Mississippi State Penitentiary and those under construction or planned for the future provide not less than 50 square feet of living space per inmate.

The order addressed several other issues but all have since been resolved except adequate medical services to inmates.

A consent order entered by Judge Keady on August 15, 1981, made the following amendment to the original order:

The Department shall be permitted to increase the inmate population of the Penitentiary by no more than 300 additional prisoners on a temporary, emergency basis pursuant to the following conditions:

- a. Any such increase may exist only until February 1, 1982, without further order of the Court.
- b. After February 1, 1982, at no time shall the population of the Penitentiary exceed 3,925 (present population plus rated capacity of Unit 29) without further order of the Court.
- c. The 50 square feet per prisoner requirement imposed by this Court shall be suspended on a temporary emergency basis to relieve overcrowding in the local jails in the State of Mississippi only to the extent to allow the interim population changes ordered herein.

A further consent order entered by Judge Keady on January 26, 1982, extended the authorization to house 300 additional prisoners until July 1, 1982.

On February 18, 1982, Judge Keady relieved the State Board of Health, the Fire Marshal, State Building Commission, and Department of Corrections from filing quarterly reports to his Court, since he determined that his original Court order dated May 17, 1978, had been met with compliance.

**Monthly Fact Sheet
As of June 30, 1989**

I. ACTIVE OFFENDER POPULATION

	NUMBER	PERCENT
A. INMATES	8,224	48.1%
B. PAROLEES	2,627	15.4%
C. PROBATIONERS	6,241	36.5%
TOTAL	17,092	100.0%

II. INMATE POPULATION STATISTICS

A. BY LOCATION	CAPACITY	NUMBER	PERCENT
1. Parchman Prison	4,762	4,544	55.3%
2. Rankin County Prison	667	609	7.4%
3. South Miss. Prison	500	466	5.7%
4. County Jails - Approved*	874	831	10.1%
5. County Jails - Unapproved**	0	454	5.5%
6. Community Work Centers	1,230	1,156	14.1%
7. Community Trusties	39	34	0.4%
8. On Court Order		2	0.0%
9. Out on Emergency Suspension		3	0.0%
10. Out on Escape		55	0.7%
11. Absconded Emergency Suspension		4	0.0%
12. Other Custody		66	0.8%
TOTAL	8,072	8,224	100.0%

398 Pre-classification records included in the above total.

*NOTE: The Jail Capacity is the court approved capacity.

**NOTE: The Jail Number for Unapproved Jails includes inmates on waiver and inmates still under the 30 day deadline, awaiting transfer.

B. BY RACE AND SEX

	RACE	SEX		NUMBER	PERCENT
		MALE	FEMALE	UNCLASSIFIED	
1. Black		5,412	281		5,693 69.2%
2. White		2,334	134		2,468 30.0%
3. Other		42	1		43 0.5%
4. Unclassified				20	20 0.2%
TOTAL		7,788	416	20	8,224 100.0%

C. BY OFFENSE

	NUMBER	PERCENT
1. First Offenders	5,171	62.9%
2. Recidivists	2,278	27.7%
3. Not yet classified	775	9.4%
TOTAL	8,224	100.0%

AT PARCHMAN

	NUMBER	PERCENT
1. Violent Offenders	2,878	63.3%
2. Property Offenders	1,666	36.7%
TOTAL	4,544	100.0%

IN COUNTY JAILS

	NUMBER	PERCENT
1. Violent Offenders	427	33.2%
2. Property Offenders	858	66.8%
3. Information Not Available	0	0.0%
TOTAL	1,285	100.0%

OTHER OFFENSE STATISTICS

	NUMBER	PERCENT
1. Armed Robbers (Mandatory)	943	11.5%
2. Lifers	884	10.7%
3. Habitual Offenders	701	8.5%
4. Habitual Lifers	109	1.3%

*NOTE: These are percentage of the total number of Inmates

III. COMMUNITY SERVICES

A. TOTAL ACTIVE CASELOADS

	NUMBER	PERCENT
1. Parole	2,503	28.2%
2. Work Release	39	0.4%
3. Supervised Earned Release	6	0.1%
4. Suspension	79	0.9%
5. Probation	6,241	70.4%
TOTAL	8,868	100.0%

B. PROBATION STATISTICS

1. BY RACE AND SEX

RACE	SEX		NUMBER	PERCENT
	MALE	FEMALE		
a. Black	2,819	607	3,426	54.9%
b. White	2,138	553	2,691	43.1%
c. Other	20	6	26	0.4%
d. Information Not Available			98	1.6%
TOTAL	4,977	1,166	6,241	100.0%

2. BY OFFENSE

	NUMBER	PERCENT
a. First Offenders	6,241	100.0%
b. Recidivists	0	0.0%
c. Information Not Available	0	0.0%
TOTAL	6,241	100.0%

d. Violent Offenders	1,090	17.5%
e. Property Offenders	5,151	82.5%
f. Information Not Available	0	0.0%
TOTAL	6,241	100.0%

C. PAROLE STATISTICS

1. BY RACE AND SEX

RACE	SEX		NUMBER	PERCENT
	MALE	FEMALE		
a. Black	1,524	112	1,636	62.3%
b. White	820	165	985	37.5%
c. Other	5	0	5	0.2%
d. Information Not Available			1	0.0%
TOTAL	2,349	277	2,627	100.0%

2. BY OFFENSE

	NUMBER	PERCENT
a. First Offenders	2,054	78.2%
b. Recidivists	556	21.2%
c. Information Not Available	17	0.6%
TOTAL	2,627	100.0%
d. Violent Offenders	1,218	46.4%
e. Property Offenders	1,409	53.6%
f. Information Not Available	0	0.0%
TOTAL	2,627	100.0%

IV. INMATE DEPARTURES

	COUNTY			RANKIN COUNTY	SMCI	TOTAL
	JAIL	CWC	MSP			
Discharge:Expir. of Sentence	5	23	51	8	7	94
Parole	6	44	51	20	0	121
Probation	9	4	7	3	0	23
Parole: Prob. to Follow	0	2	4	0	0	6
Work Release	0	0	0	2	0	2
Governor's Commutation	0	0	0	0	0	0
Parole Continued	1	0	0	0	0	1
Governor's Suspension	0	0	0	0	0	0
Supreme Court	1	0	0	0	0	1
Shock Probation	14	12	9	1	0	36
Death: Execution	0	0	1	0	0	1
Death: Suicide	0	0	0	0	0	0
Death: Accident	0	0	0	0	0	0
Death: Killed by Inmate	0	0	0	0	0	0
Death: Killed by Staff	0	0	0	0	0	0
Death: Natural	0	0	0	0	0	0
Death: Unknown	0	0	0	0	0	0
Discharged By Court	1	0	1	0	0	2

Transferred to Fed	0	0	0	0	0	0
Court Suspension	0	0	0	0	0	0
Supervised Earned Release	0	0	0	0	0	0
TOTALS	37	85	124	34	7	287

Compiled by Research Statistician
Mississippi Department of Corrections
Systems Development Group (354-6454)

COST OF HOUSING STATE PRISONERS FY 1988 - FY 1989

<u>OFFENDER STATUS</u>	<u>FY 85</u>	<u>FY 86</u>	<u>FY 87</u>	<u>FY 88</u>	<u>FY 89</u>	<u>PERCENT OF INCREASE OR (DECREASE) FY-89 VS FY-88</u>	<u>PERCENT INCREASE FY-89 VS FY-85</u>
Institutions	\$19.24	\$20.26	\$21.18	24.22	\$25.64	5.86	33.26
Community Work Centers	\$15.49	\$17.03	\$19.00	\$19.72	\$20.28	2.84	30.92
Restitution Centers	\$17.25	\$16.84	\$15.38	\$19.98	\$22.25	11.36	28.99
Probation and Parole	.71	.83	.85	.92	.88	(4.35)	23.94
County Jails	\$12.05	\$11.74	\$11.84	\$10.91	\$11.05	1.28	(8.30)

Parole Board Action FY 1988 - 1989

Jul-88	19	14	33	58%	4	2	3	0	6988
Aug-88	136	132	268	51%	55	45	2	0	7004
Sep-88	118	174	292	40%	29	22	0	0	7113
Oct-88	122	174	296	41%	33	27	0	0	7139

On November 10, 1988, a jury awarded Grantham \$2.5 million in compensatory damages and \$.5 million in punitive damages.

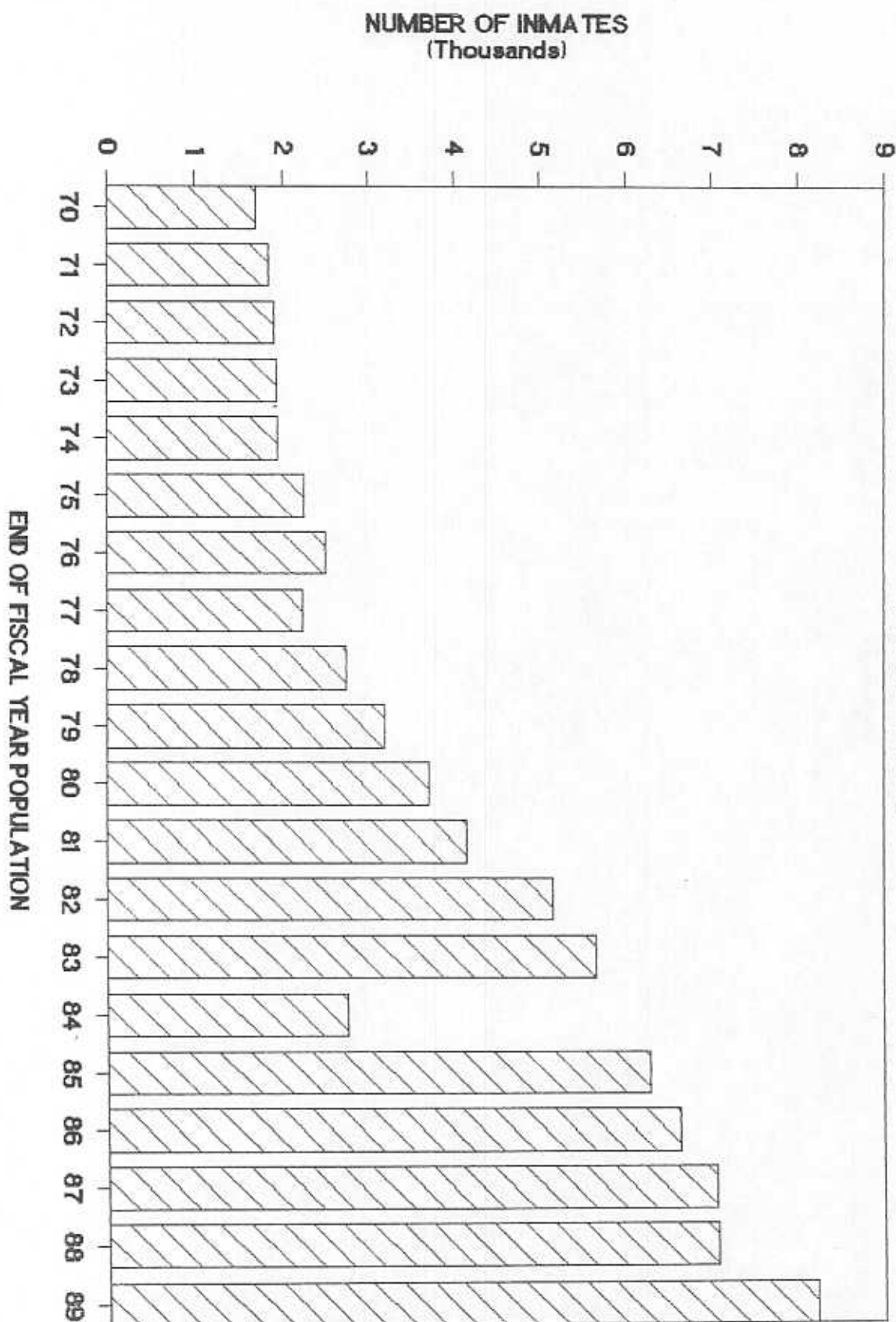
Nov-88	13	48	61	21%	44	38	0	0	7236
Dec-88	68	104	172	40%	31	26	0	0	7383

6

Jan-89	56	43	99	57%	9	8	0	0	7459
Feb-89	110	110	220	50%	53	19	4	0	7582
Mar-89	92	192	284	32%	43	40	2	0	7781
Apr-89	111	211	322	30%	14	12	N/A	0	
May-89	93	82	175	53%	0	0	1	3	
Jun-89	193	312	505	38%	46	39	6	0	
Jul-89	145	161	306	47%	34	21	7	1	

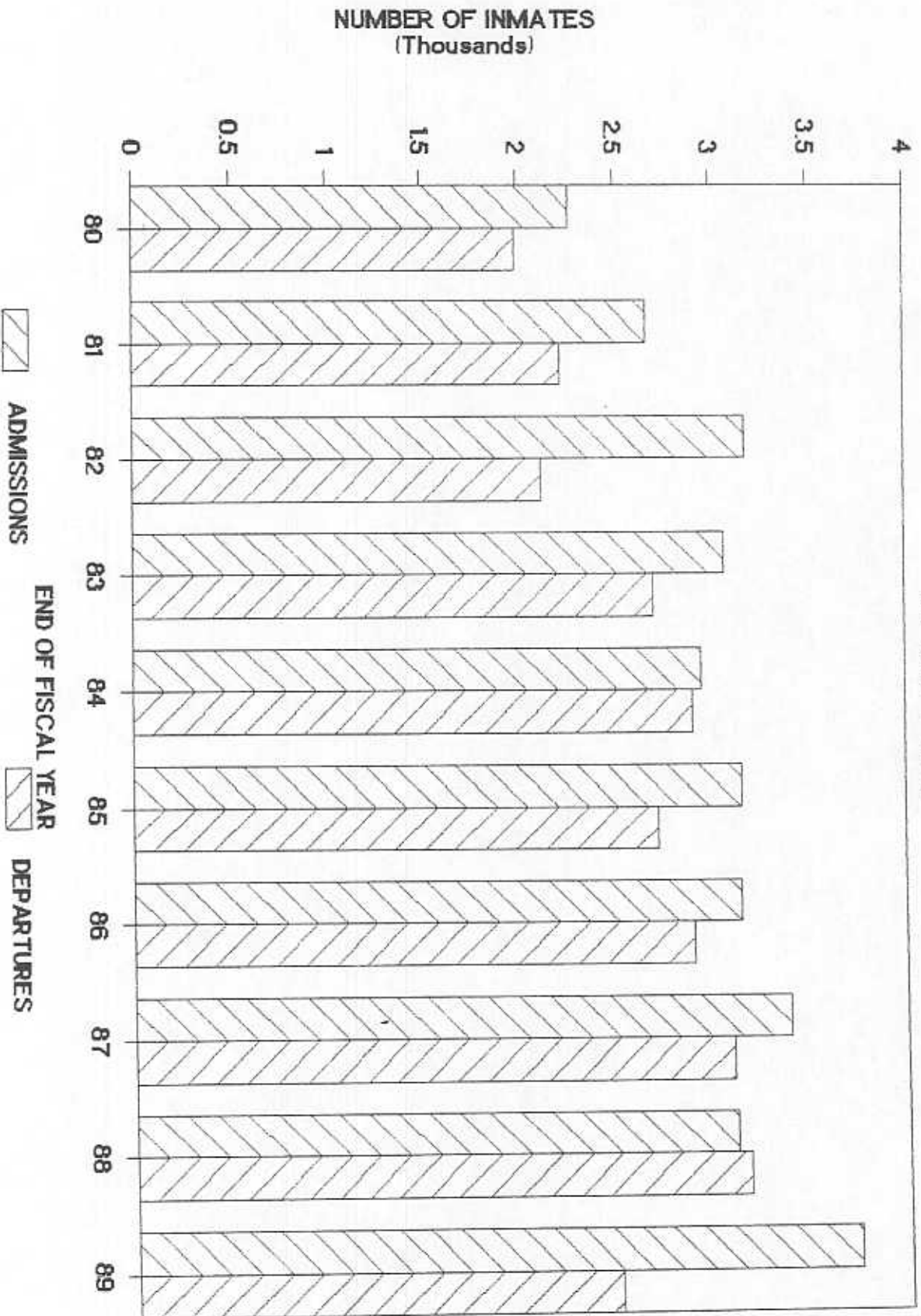
MISSISSIPPI'S INMATE POPULATION

FY 1970 - FY 1989



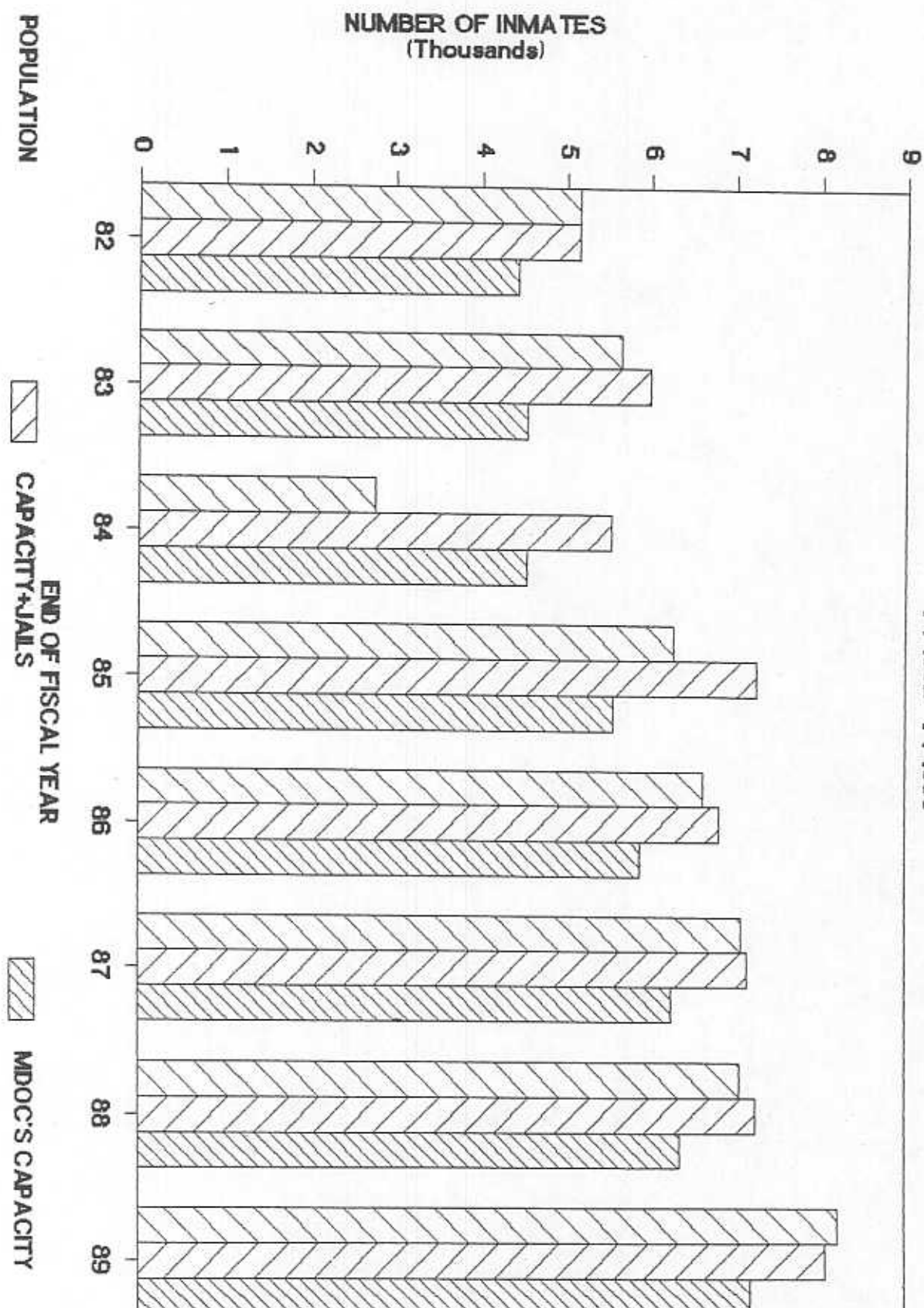
MDOC'S ADMISSIONS & DEPARTURES

FY 1980 - FY 1989



INMATE POPULATION VERSUS CAPACITY

FY 1982 - FY 1989



Administration and Finance

ADMINISTRATION AND FINANCE

This department consist of the following personnel:
 Commissioner's Office—Dallas W. Brown, Deputy
 Commisloner for Administration & Finance; Ad-
 ministration and Finance Department—Jack J.
 Wilson, Director; Rebecca J. Partridge, Secretary Prin-
 cipal; Telecommunications—Jimmy McIntyre,
 Engineer; Comptroller—Richard McCarty, Com-
 ptroller; Purchasing—Edward Henson, Director;
 Warehousing—Carl Burchfield, Manager; Personnel
 Department—Kenneth Meadows, Director; Training
 Department—Joseph O'Hara.

This department organizes, directs, budgets and con-
 trols the administrative and financial operations of the
 Mississippi Department of Corrections.

During FY 89, this department:

- 1) Successful implementation of the administrative

and financial operation at the South Mississippi Cor-
 rectional Institution.

- 2) Negotiated a new food service contract for total
 State operations.

- 3) Established and gained approval for the operation
 budget of the new thousand bed maximum security
 unit.

For FY90 this department goal is to obtain budgetary
 approval for additional administrative and training
 facilities.

The Department of Administration and Finance pro-
 vides direct support to the total operations of the State
 Department of Corrections; these services include: Ac-
 counting, Payroll Budgeting, Purchasing, Warehou-
 sing and Equipment and Facility Management.

ADMINISTRATION AND FINANCE

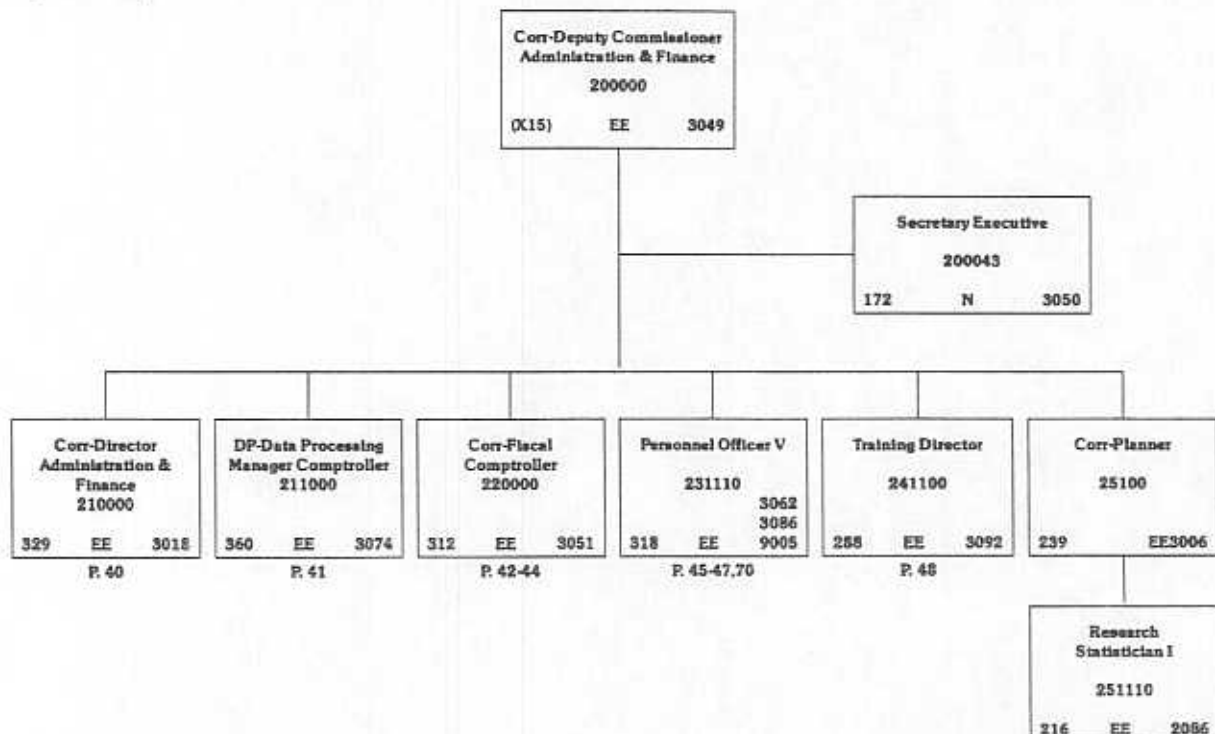
Mississippi Department of Corrections

Agency: 0551

FY-89

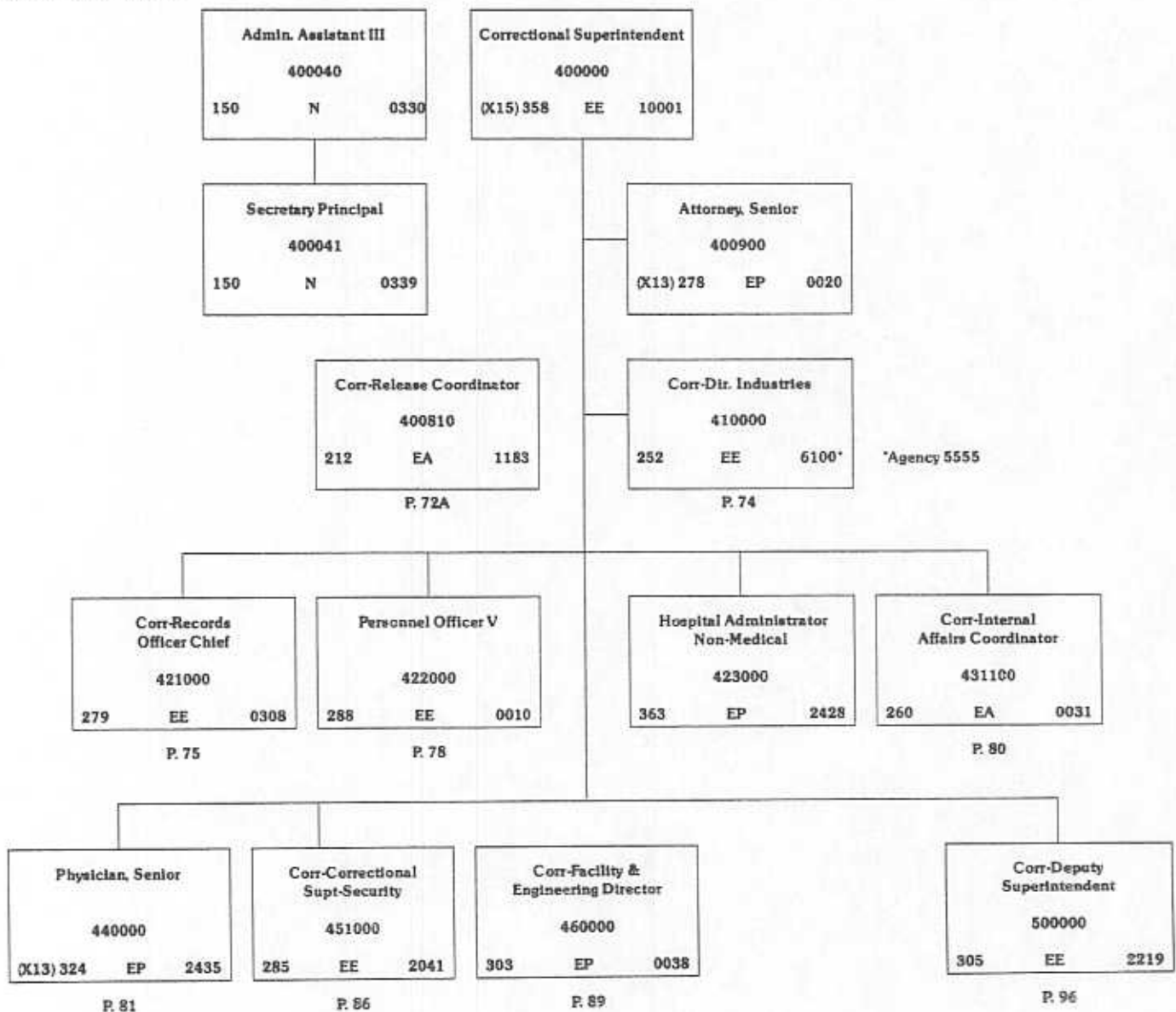
Prepared June 1, 1988

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Mississippi State Penitentiary

Mississippi Department of Corrections
 Agency 0551
 FY 89
 Page 72 of 131 Pages
 Prepared June 1, 1988
 Revised August 29, 1988
 Revised October 12, 1988
 Revised October 27, 1988
 Revised November 14, 1988
 Revised December 29, 1988
 Revised January 24, 1989





STEVE PUCKETT
Superintendent

SUPERINTENDENT

The Office of the Superintendent consist of: S.W. Puckett, Superintendent; Christopher Epps, Deputy Superintendent/Security; Edward Hargett, Deputy Superintendent/Treatment; Carole Arnold, Administrative Assistant III; Patsy Cummings, Secretary Principal; Tenna Kent, Secretary Principal; Brenda Lewis, Secretary (Contract); Kristie Currie, Secretary (Contract).

This office provide the services of Management and Administrative.

During FY89 The Mississippi State Penitentiary accomplished the following:

1. 108 enrolled in Junior College Program.
2. Pre-Release expanded from 50 to 100 beds.
3. Security Policies in reference to ACA Standards rewritten and implemented.
4. Improvements in fire and safety.
5. Establishment of standards for MDOC Security in reference to training.
6. Reduction of escapes from previous years.
7. New telephone systems.
8. Development of Emergency Operations Center.
9. Remodeling of Administration Building.
10. Development of a Court Room that will cut transportation costs.
11. Adult Basic Education Construction Project which will increase the ABE program by 10 Class Rooms.
12. Vast cleanup and reroofing of 80 staff houses and several support facilities after storm damage.
13. Growth in number of staff to fill security needs and support functions.

For FY90 some primary goals are:

1. Increase the effectiveness of security operations at MSP.
2. Improve fencing structure with razor wire and double fencing for each unit.
3. Improve and increase staff training.
4. Staff are more effective if they understand their responsibility through training.
5. The opening of the 1000 Max Unit is one of the major goals together with hiring and development of staff.
6. Push for expansion of educational programs and Alcohol and Drug @ MSP.
7. Hope to expand the RID Program to 500 capacity.
8. RID is an alternative to long term programming which is successful.
9. Expansion in reference to Prison Industries and the development of work programs which will: Occupy inmates' time and offset the cost of operating the Penitentiary.
10. Food Service improvements.

This department is aiding MDOC in accomplishing its mission by supervision and guidance of approximately 57 departments which results in orderly institution operations; and support functions for entire MDOC.

MISSION STATEMENT

It is the policy of the Mississippi State Penitentiary to fulfill the general powers, duties and mission of the Institution by carrying out the expressed intent of the Mississippi Legislature through the operation of an efficient, modern and properly secure State Correctional Institution; to accept adult offenders classified to the Institution by the Diagnostic and Reception Unit; to provide for the care, custody, supervision, appropriate classification, treatment, training and suitable work/educational programs for the adult offenders committed to the Institution; to operate, administer and supervise all programmatic and supervision level needs of inmates in order to prevent, control and/or retard recidivism; to implement Departmental and Institutional guidelines, a diversity of modern correctional programs to include, but not be limited to: work, education, alcohol and drug, mental health counseling, religious, pre-release programs and facilities.

S.W. Puckett

S.W. Puckett,
Superintendent

AREA I

Area Staff provides administrative supervision to one (1) large inmate housing unit (29) with a total resident capacity of 1452. Also provided are work, educational and treatment programs.

The major accomplishment in Area I was the planning and implementation of the Performance Ladder System. The purpose of the system is to provide incentives for the offender and to instill the work ethic within the individual. Area I is divided into three sections, with the first section housing the fewest privileges and the longer, harder work schedule for the newly arrived offenders. After completion of their assigned days in the field, the offenders progress to the second section where they are then eligible to attend ABE School, Vocational School and other job assignments, both at Unit 29 and from all other parts of the penitentiary. Privileges are also increased in the second section. Upon completion of their assigned days in Section Two, the offender can advance to Section Three where privileges are greater than any other housing unit at Parchman. The inmates' job assignments are varied in Section Three but the inmates are always expected to work.

For FY90 some primary goals are to accept all offenders from the Reception Center and offer them an opportunity to learn self-discipline by instilling in them the work ethic and then offer them educational and vocational choices in order to financially support themselves upon release from the penitentiary.

Although custody and control are certainly primary missions of Area I, services and incentives are offered to the offender in order for him to learn self-discipline, to grow intellectually as well as spiritually, to keep physically fit, and to teach the offender rewards are given only after a job is well done. Area I also monitors and aids the mentally ill offenders so that they can adapt to the institution and later return to society as productive citizens.

AREA II

Area II consist of the following personnel: Donald Hocutt, Superintendent of Security, Area II; Earl Jackson, Case Manager Supervisor, Area II; Jaquelyn Gardner, Clerk-Typist; Robert D. Gregg, Major, Area II; Melissa Dye, Secretary; Correctional Administrator II's include: Tony Champion, Lieutenant, Unit 26; Johnny Moore, Lieutenant, Unit 30; Tommy Thomp-

son, Lieutenant, Unit 30; Sandy Russell, Lieutenant, Unit 30; Richard Armstrong, Lieutenant, Unit 30.

Area II staff provides administrative supervision to four (4) inmate housing units with a total resident capacity of 1263. Also provided by Area II staff are work, educational and treatment programs.

The most pressing issue confronting Area II involves a continuing shortage of correctional officers. However, during FY '89, the staff of Area II was successful in fulfilling the objectives of each respective inmate housing unit. Area II security staff also assisted in the accomplishment of treatment services.

The primary goals of Area II is to continue to offer care, custody, work/educational/treatment programs that are presently being offered to the adult offenders housed at the Mississippi State Penitentiary.

The primary mission of Area II is to accept and secure adult offenders committed to the Mississippi State Penitentiary. Area II offers Case Management Services along with providing security staff for offenders in the following Units: 30, 26, 12 and 4.

AREA III

Area III consist of the following personnel: Walter Booker, Associate Superintendent; Case Manager Supervisor, Vacant; Robert Armstrong, Correctional Superintendent of Security; Larry Harris, Program Supervisor; Tommy Ross, Program Supervisor; Lt. Russell White; Lt. Jessie Streeter; Lt. Henry Howell; Lt. Roger Johnson; Lt. John Hardy; Lt. L.A. Scurlock; Lt. Rayford Jones; Lt. Albert K. Showers; Lt. Theodore Ambrose; Sgt. Tommy Humphrey; Sgt. Willie Sneed; Sgt. James Banks; Sgt. Anthony Cox; Sgt. Derek Jackson; Sgt. Will Pittman; Sgt. Thomas Smith; Sgt. Willie Collier; Sgt. Gregory Neely; Sgt. Howard Williams; Sgt. Willie Woods; Sgt. Curtis Hooper; Sgt. Gene Booker; Sgt. Cornell Patton; Sgt. Elzie Dukes; Sgt. Robert Harris; Sgt. Clifton Bailey; Sgt. Joe Holman; Sgt. Jack Lane; Sgt. Roy Horton; Sgt. Sylvester Clark; Sgt. Richard J. Moore; Sgt. Ernest McGee; Sgt. Larry Brooks; Sgt. Sam Baker; Sgt. Charles Estridge; Sgt. James Batteast; Sgt. Lonnie Kidd; Sgt. William Cook; Henry Johns, Case Manager; James Beasley, Case Manager; Leroy Brown, Case Manager; Michael Kelly, Case Manager; Juanita Spivey, Case Manager; Clyde Presley, Case Manager; Eddie Burnett, Case Manager. Auberia Billups, Secretary Principal; Kimberly Ross, Clerk Typist Senior; Bobbie Summers (Contract), Secretary; Barbara Brooks (Contract), Secretary. There are two hundred sixty four (264) Correctional Officers assign-

ed to Area III. However, approximately thirty (30) positions are not filled.

Area III staff provides Administrative Supervision for seven (7) inmate housing units with a total inmate capacity of ten hundred forty-one (1041). The inmate population of Area III is classified as; Death Row, Close Confinement, Administrative Segregation, Protective Custody, Geriatric and Inpatient and Outpatient Care.

The major accomplishment of Area II is that no inmate has been able to effectuate a successful escape.

Along with providing for the continued Custody, Control and Care of inmates, Area III Staff will institute a Quality Control Committee. The committee's primary goal will be to improve the delivery of services as they relate to the overall mission of the institution. However, the committee will also serve to improve lines of staff communication at all levels of the Area.

Area III continues to provide supervision of inmates assigned to the following units: 17, 22, 23, 24, 27, 31 and 42.

AREA IV

Area IV consist of the following personnel: Dwight Presley, Associate Superintendent, Ms. Charlotte Harold, Case Manager Supervisor; Vacant—Correctional Superintendent of Security; Lieutenants: Charles Cole, Earnest Dawson, David Harrison, Amos Mitchner, Charles Thomas. Correctional Administrator I's include: Sergeants—Otis Barnes, Aubrey Daves, James Dorsey, Joe Fillyaw, Clint Hadley, Ralph Hames, Ida Harris, Ola Rimpson, Robert Switzer, (two vacancies). Case Managers assigned to Area IV are: Pamela Collins, Delois Douglas, Eddie Green, David Harris, Debra Jones, Aaron Moore, Eloise Robertson, and Bobby Twiner. The clerical staff is composed of Secretary Principal Inez Hunter, Clerk Typist Senior Mary Randle with Francis Switzer as the Radio/Count Control Operator. There are one hundred twenty-eight (128) assigned correctional officers within the eight (8) housing units which provides around the clock security coverage.

Area IV staff provides administrative supervision of eight inmates housing units with a total resident capacity of 1027.

The most pressing issue confronting Area IV involves a continuing shortage of correctional officers. However, during FY '89, the staff of Area IV was successful in fulfilling the objectives of each respective in-

mate housing unit.

Along with providing for the continued custody, control and care of offenders, Area IV staff has effectuated a Management by Walking Around (MBWA) approach. This simplistic approach will increase the availability of staff for supervision of inmates and lower ranked employees in planning and problem solving.

Area IV continues to provide supervision of offenders assigned to work in the following units: 3, 7, 10, 14, 15, 20, 25 and 28.

AREA V

Central Security Operation consists of the following personnel: Barry Parker, Associate Superintendent; Carolyn Turner, Secretary; Cherri Rickels, Inmate Locator; Joe Fratesi, Auto Shop Superintendent; George Rone, Auto Shop Supervisor; James Sanford, Auto Shop Supervisor; Wendell Washington; Director of Transportation; Charles Winters, Fire & Safety Officer; Michael Blount, Assistant Fire & Safety Officer; Three Institutional Watch Commanders—Major Thomas McDaniel, Major Fred Childs, and Major Bill Hoskins; Lt. Kenny Parker, Armorer; Four Assistant Watch Commanders—Lt. Irie Knighten, Lt. Bill McGarrity, Lt. Robert Grayson, and Sgt. Randy Brassfield; Lt. Gene Crocker, K-9 Unit Administrator; Sgt. Tommie Gorden, Assistant Director of Transportation; Sgt. David Johns, K-9 Assistant Administrator; Eighty-seven (87) correctional officers; Seventeen (17) Search Matrons; Four (4) Control Room Operators; One (1) Transportation Secretary.

Central Security Operations consist of the Institutional Watch Commanders, Assistant Watch Commanders, Search & Escort Officers, Gate Officers and Administration Building Security Officers. Staff has continuously provided assistance to the entire institution in ensuring that security posts were properly manned, responding to inmate disturbances, conducting searches of inmates in inmate work areas, manning the two main entrances to the institution, maintaining accountability of inmates in the institution count control center, as well as monitoring all area control centers through the use of communication techniques.

ALCOHOL AND DRUG DEPARTMENT

This department consist of the following personnel: Mary R. Maxwell, Director; James Wilkerson, Assistant Director; Andrew Hawkins, Coordinator-/A.D.T.C.; Rene' Smith, Secretary Principal; Lena Swindle, Records Technician; Lolita Gray, Clerk-Typist;

Aaron Mize, Chaplain/Counselor; Lewis Cotton, Counselor; Linda Strong, Counselor; Walter Gulley, Counselor; Doris Holman, Counselor; Raymond Lankford, Counselor; Wayne Watson, Counselor; Ray Harris, Counselor; Beverly Johnson, Counselor; Ethel Gibson, Counselor; Dennis Hawkins, Screening Counselor; Larry Mills, Field Counselor; Harold Lyons, Field Counselor; Donald Cox, RCCF Counselor.

The Alcohol and Drug Rehabilitation Program is to provide offenders with substance abuse problems a comprehensive program of treatment and motivation services which will influence a substance free, responsible lifestyle when released from prison.

During FY89 nine hundred sixty-seven (967) offenders successfully completed the 30-day Primary Treatment Program and six hundred eighty-six (686) offenders successfully completed the extended Treatment Program. Aftercare Services were provided in three (3) units and eleven (11) CWC's. We established a Primary Treatment Program for RID and RCCF.

For FY90 some primary goals are to treat eighteen hundred (1,800) Offenders in the Alcohol and Drug Treatment Program; and to have group sessions and AA and NA meetings in all units and CWC's.

Alcohol and Drugs Department aided MDOC in accomplishing its mission by educating and motivating as many offenders as possible to lead a substance-free life when released from prison. Attempts are made to instill in them the desire to help others stay substance-free and crime-free.

ADULT BASIC EDUCATION

This department consists of: Thomas O. Wilson, Director; Wayne Garrard, Correctional Coordinator; Simon Hood, Correctional Coordinator; Charles Warren, Correctional Coordinator; Bob Carlton, Academic Teacher II; Carolyn Godfrey, Academic Teacher II; Thomas P. Haynie, Academic Teacher II; Girtie Jones, Academic Teacher II; Samuel Jones, Academic Teacher II; Linda McCain, Academic Teacher II; Ronald Nolen, Academic Teacher II, Amos Pates, Academic Teacher II; William Russell, Jr., Academic Teacher II; Veron Shelton, Academic Teacher II; Willie James, Academic Teacher I; Nancy McElmurray, Academic Teacher I; Charles McPhaerson, Academic Teacher I; Jackie Orsborn, Academic Teacher I

The Adult Basic Education Department provides educational opportunity to those enrolled in the school program. The instructional program is focused on the language arts and mathematics. The basic education program can result in a student obtaining a GED. The Adult Education Department coordinates the junior college program for Mississippi Delta Community College.

Accomplishments in FY89 for this department were; 1.) Thirty-nine (39) men received their G.E.D. 2.) The school served seven hundred twenty-five (725) students in FY '89. 3.) Approval was granted for the Vocational School to construct a new ABE School. Construction was started in FY '89. 4.) A reclassification of a position permitted the school to add an additional thirty (30) students. 5.) The relocation of Pre-Release permitted the enrollment of additional students. 6.) Test data from the Chapter I Program indicates that there was an average gain in reading and math of one (1) month for each month enrolled in school.

During FY 90, some of the primary goals are: 1.) Complete construction of the new school. 2.) Maximize enrollment in the program and promote attendance. 3.) Work closely with those involved in the college program to help insure its success. 4.) Strive to attain one (1) month of academic gain for each month enrolled in the program.

The role of the Adult Basic Education department is to provide an educational opportunity to students to develop basic skills in the language arts and in mathematics. Emphasis is placed on the teaching of reading and math so that the student can function in a literate society. A G.E.D. program is operated for the benefit of those students who have mastered the basic skills and who have demonstrated the ability to pass the G.E.D. test. A junior college program is offered for those who want to work toward an associate degree. All ABE instruction is individualized and is designed to accommodate the wide range of abilities in the student population. Available evidence suggests that educational programs help to lower the rate of recidivism.

**MISSISSIPPI DEPARTMENT OF CORRECTIONS
MEAN (AVERAGE) WIDE RANGE ACHIEVEMENTS SCORES
FOR A SAMPLE OF INMATES**

REPORTED GRADE LEVEL	SPELLING		READING		ARITHMETIC	
	1986	1988	1986	1988	1986	1988
NO EDUCATION	3.4	3.0	3.8	4.6	3.3	4.6
1ST GRADE	4.2	2.3	4.0	2.6	4.2	2.1
2ND GRADE	3.9	2.9	3.8	2.8	5.1	3.4
3RD GRADE	3.6	2.9	3.4	3.0	3.6	3.5
4TH GRADE	3.0	2.5	4.0	3.9	3.3	3.4
5TH GRADE	3.1	2.4	3.5	2.7	3.6	2.9
6TH GRADE	3.8	2.7	4.2	3.4	3.9	3.7
7TH GRADE	4.2	3.4	4.6	4.0	4.5	4.0
8TH GRADE	4.3	3.0	4.6	4.0	4.0	4.2
9TH GRADE	4.7	3.3	5.3	4.4	4.6	4.2
10TH GRADE	5.1	3.4	5.5	4.5	4.7	4.7
11TH GRADE	5.0	3.8	5.6	4.7	4.6	4.7
12TH GRADE	6.2	5.0	6.7	6.3	5.2	5.7
13 OR HIGHER	7.9	6.0	8.2	7.9	6.6	6.7
GED	6.5	5.2	7.2	6.7	5.6	5.8
AVERAGE SCORE	4.6	3.5	5.0	4.4	4.5	4.2

CHAPLAINS

The Chaplain Department consist of the following personnel: Ronald Padgett, Chaplain III; Robbie Free, Secretary; Carl Thomes, Chaplain I; Robert Harrison, Chaplain I; Darrell Dixon, Chaplain I; Bob Chason, Chaplain I; Roy Fullilove, Chaplain I; James Turnipseed, Chaplain I; Two (2) Vacant Chaplain I.

Religious worship service, Religious Studies, Spiritual Counsel, Crisis, marriage and Family, Grief, etc. Services available to inmate and DOC Staff.

The Chaplain Department has made several major accomplishments, among them are:

- 1) Literacy program organized with over 100 students.
- 2) Funds raised to complete the second phase of Spiritual Life Center building program.
- 3) Placement of one year intern student with the Chaplains Department.
- 4) Development of a College level program in religious studies. (Final planning continues)

A primary goal for FY90 is to re-write Chaplains Department Policy and Procedure.
Develop Volunteer Handbook.
Re-Organize volunteer program.
Fill two vacant Chaplain I positions.

The Chaplains Department plays a very vital role in the orderly and safe operation of Mississippi Department of Corrections. It is Chaplains responsibility to counsel with offenders confined to Mississippi Department of Corrections facilities who have experience a traumatic event in their lives, i.e.: death or terminal illness of immediate family members. At these times it is very difficult to deal with external demands. The Chaplain's presence and continued counsel reinforces the efforts of other staff seeking to assist the offender in maintaining control.

The Chaplain offers programs that tend to assist the offender in terms of maintaining personal identity.

HOSPITAL

The Hospital Personnel consist of the following personnel: W.E. Steiger, Hospital Administrator; Bonnie Cole, Secretary Principal; A.M. Phillips, M.D., Medical Director; Brendalyn Foster, Secretary Principal; Charles Reagan, Maintenance Supervisor; Jimmy Goodman, R.Ph., Director of Pharmacy; Cynthia Benford, Director of Medical Records; Dr. Stanley

Russell, Psychiatrist; Dr. Michael Whelan, Psychologist; Toni Rainey, ARRT, Director of Radiology; Willie Knighten, MT, Director of Laboratory; George Benford, D.M.D.; Lenora Balthis, D.M.D.; Raanne Tindle, D.M.D.; Hugh Boswell, M.D.; Niceno Cabanero, M.D.; John Dial, M.D.; Karen Flanagan, D.O.; Gregoria Landicho, M.D.; Juan Santos, M.D.; Marilyn Crocker, R.N., Director of Nursing Service.

The Hospital provides Medical/Surgical, Dental, Psychiatric, Pharmacy, Optometry, Specialized Clinics, Nursing Services, Laboratory, Radiology, and Medical Records

During FY89 the Hospital hired a full time Psychiatrist, 2 Staff Physicians, and filling all vacancies for Nursing Service. A Medical Director was hired. A computer was purchased for the pharmacy, Mass HIV screening done on all inmates. TB screening was done on employees and inmates. A chemistry analyzer was purchased for the laboratory.

Some of the Primary Goals for FY 90 are:

- 1) To provide access to health care for all incarcerated offenders.
- 2) To provide services for offenders having emotional, physical, or other special needs requiring specialized rehabilitation health services.
- 3) To provide health care for offenders primarily through the Department of Corrections Health Service Delivery System.
- 4) To develop and maintain a health record system for offenders which meets accepted professional standards.
- 5) To develop a system or recruitment, retention, development, and utilization of personnel to meet professional standards of health care.
- 6) To maintain facilities which meet professional health standards for treatment and housing of offenders.
- 7) To use fiscal management and cost containment procedures in providing health care.

The Medical Services Division of the Department of Corrections has been given the task of providing the inmate population with medical, psychiatric, and dental care. The Medical/Dental Facility at Parchman is a fully licensed hospital that meets all standards for operation by the State of Mississippi, and provide 24 hours medical coverage for the Institution. An ambulance service is provided for transportation of patients both to the Department's medical facility or to outside medical facilities if indicated. Auxiliary services

consists of a fully equipped laboratory department, radiological department, and medical records. At present the Medical Services Division operates an outpatient clinic, and employs medical personnel that provide these services to the inmate population.

INTERNAL AFFAIRS

Internal Affairs, Mail Inspection and Post Office Personnel consist of:

Internal Affairs—Sharon Kiihnl-McFadden, Coordinator of Internal Affairs; Lee Jones, Investigator Special; Shep Haaga, Investigator Special; Linda Jett-Smith, Investigator Special; Lawanda Irby-Morris, Investigator Special; Terry Winters, Interim Investigator Special; Linda Manning, Secretary Principal.

Mail Inspection—Betty Foster, Postal Inspector Supervisor; Dudley Chandler, Mail Inspector; El Hugh Ferguson, Mail Inspector; Willie Gilmore, Mail Inspector; Phyllis White, Mail Inspector; Elizabeth Burton, Mail Inspector; Willie Lee, Jr., Postal Clerk; Derra Young, Package Inspector; Shirley Mosby, Package Inspector.

Post Office—Midge Peterson, Postal Clerk Supervisor; Connie Rone, Postal Clerk Senior; Mary Lemon, Postal Clerk; Portia Burton, Postal Clerk; Doris Watridge, Postal Clerk; Bonnie Pyron, Postal Clerk.

The Internal Affairs Department—1) Investigate any allegation or complaint made by an inmate/staff member against a staff member; 2) Investigate any alleged or suspected breach of integrity; 3) Investigate inmate misconduct against another inmate; 4) Conduct prospective employee background investigations; 5) Control introduction of contraband; 6) Gather intelligence.

The Staff of the Post Office daily process incoming and outgoing mail for inmates and staff, to include interdepartmental mail and packages.

The Staff of Mail Inspection—1. Daily inspect incoming inmate mail and packages for contraband or MDOC policy violations; 2. To pick up and deliver all inmate mail and packages.

Internal Affairs have during the FY89 accomplished the following:

1. Total investigations conducted from 7/1/88 - 6/30/89 231
2. Active Mail Fraud Investigations 118

Mail Inspection have during the FY89 accomplished the following:

1. Inmate mail processed from 7/1/88 - 6/30/89 1,872,000
2. Inmate packages processed from 7/1/88 - 6/30/89 16,727
 - a. Packages delivered to inmates 12,720
 - b. Packages returned to sender 4,007
 - c. Packages inspected for contraband by Mail Inspection search team 4,029
- Total Packages found to contain contraband 59
- d. 1. Total money found \$1,848.00
 2. Approximate of marijuana 6oz
 3. Minute amount of cocaine
 4. Total money orders found 27
3. Certified inmate mail delivered 1,073
4. Contraband found in First Class Mail. Pieces of mail 46
 1. Total money found \$1,485.00
 2. Total money orders found 219

The Post Office have during the FY89 accomplished the following:

1. Incoming inmate/staff first class mail, magazines, processed 779,237
2. Outgoing inmate/staff first class mail processed 897,160
3. Certified letters received 2,270
4. Money order sales to staff/families \$60,980.86
5. Mail boxes for use by resident staff and office mail 352
6. In use 227
7. Meter machine postage used \$43,252.49

Internal Affairs' goal is to continue as an information gathering and fact finding body to provide facts and information on any complaint of misfeasance, malfeasance and nonfeasance.

Mail Inspection's goal is to continue to inspect, and/or censor inmate mail to detect contraband and any other material prohibited by Federal and State Laws and MDOC Policy and Procedure.

The Post Office's goal is to continue to provide accurate, essential mail service for inmates, residents and offices.

To accomplish the goals in the Mail Inspection/Post Office Department, additional office space is needed and an incentive for the staff to remain in the post office rather than use the post office as a training area for a more lucrative position.

The Internal Affairs, Post Office and Mail Inspection Departments are committed to adhering to state statutes mandated by the Mississippi Legislature. The Mail Inspection and Post Office staff strive to aid in the operation of an efficient, modern and properly secure institution.

The Mail Service encourages inmates to remain in contact with family and friends which assists in the rehabilitative process.

Internal Affairs staff strive towards providing in a timely

manner an accurate report at the conclusion of all investigations. Internal Affairs also assists in providing for a properly secure institution.

LAW LIBRARY PROGRAM

The Staff of the Law Library consists of:

Jim Norris, Norris, Attorney, Correctional Law Library Director; Shirley Thomas, Secretary; Jessie Tribune, Library Technician; Dorothy Watt, Clerk Typist; Edna Fairley, Library Technician; Ken Miller, Ombudsman; (RCCF-Patty Bell, Library Technician; SMCI-Zondra McCloud, Library Technician)

The Law Library Program is responsible for making a Law Library, and assistance from a person trained in the law available to all Mississippi Department of Corrections inmates.

The program purchases and maintains law books at all four current Mississippi Department of Corrections Law Libraries (Unit 29, Unit 30, Rankin County Correctional Facility, and South Mississippi Correctional Institution), and will soon be responsible for a Law Library at the new Maximum Security Facility in Sunflower County, as well as a Maximum Security Unit Bookmobile.

The program is responsible for compliance with applicable Federal Constitutional Law in a timely and cost-effective provision of Law Library services to all inmates.

The program also handles all attorney/inmate visitations.

The Unit 30 Law Library, located at Parchman is the largest Facility. It handled about 3,500 inmates access to the Courts. Another Facility, the Unit 29 Law Library, also located at Parchman handled approximately 2,500 inmates access to the Courts. The RCCF Law Library handled approximately 1,000 inmates access to the Courts. The Director's Office in the Old Administration Building at Parchman houses the Director, an attorney who supervised the Program and handled a variety of other matters for the Agency. His secretary is also located in his office in the Old Administration Building.

For FY90 the Law Library primary goals are to hire new staff for the new Sunflower County Maximum Security Facility Law Library and to staff the Maximum Security Facility Bookmobile Unit. Placing each one

into full operation while maintaining the four currently operational Law Libraries.

To maintain the Program in compliance with evolving Federal Constitutional Law in the area of access to the Courts for prisoners while keeping the Program costs to a minimum.

To insure continued compliance with Federal Court Orders, guarding against the imposition of sanctions, or further restrictions. Hopefully to gain freedom from the court mandates governing the program.

It is the intention of the Mississippi Department of Corrections Law Library Program to provide a constitutional program of access to the Courts for all inmates incarcerated by the Agency. This mission is to be accomplished in the most cost-effective manner possible. Federal Court Order mandates the program (STEVENSON v. REED, CA NO. G C-73-76-LS-D).

MISSISSIPPI DEPARTMENT OF CORRECTIONS PRISON INDUSTRIES DIVISION MISSISSIPPI CORRECTIONAL INDUSTRIES

MCI Personnel consists of; Avery Wood, Director of Prison Industries; DN Ray, Assistant Director of Prison Industries; Jerry Paterson, Accountant/Auditor I; Valenta Nichols, Secretary Principal; M. Teresa Brown, Accounting Clerk; U.D. Parker, Director of MCI Farm Operations; Robert Tarsi, Corr./Agri. Processing Officer; Rudolph Smith, Corr./Agri. Operations Officer; Gene Pitts, (Contractual) Firewood Harvest Supervisor; Gus C. Boyd, Print Shop Offset Press Supervisor II; Howard Hill, Offset Press Supervisor II; Cindy Herring, Graphic Arts Supervisor; John Waters, Jr., Needle-Work Corr. Ind. Shop Supervisor; Ralph Elmore, Bookbinding Plant Superintendent; Richard Horn, Corr. Ind. Shop Supervisor; Robery Abbey, Warehouse Clerk III.

Services of MCI are: 1) Providing meaningful jobs, which build upon and/or maintain productive work habits and/or skills, for inmates of the Mississippi Corrections system through the production of Vegetable and Orchard produce; Processing of Vegetables; Row Crop production; Harvest and Processing of Bundled Firewood; Custom Metal Fabrication and repair; Binding of Books, Periodicals & Journals, Legal Pad Folders, Calendar Desk Pads; Interior Signs, Name Badges & Name Plates; Printed Forms, Letterhead Stationary, Business Cards & Publications; and 2) the

sale of these products and services to State Agencies and political subdivisions thereof, and to the public, aiding in the reduction of incarceration costs to the state while striving for generating income sufficient to the maintaining of self-sustainment of operations.

The Major MDOC Prison Industries Division issues of FY 89 were:

- 1) The role and station of prison industries within the agency
- 2) Strategic planning for development of viable prison industries
- 3) Scope of activities within the corrections systems
- 4) Management systems for accountability of all resources

MCI Primary Goals for FY 90 are:

- 1) Implementation of the processes of the Strategic Plan for developing viable, self-sustaining and effective prison industries for the Mississippi corrections systems
- 2) Provide meaningful employment for larger percentage of the available inmate population of the corrections system maintaining and building upon good work habits, skills and self-esteem of inmates
- 3) Provide goods and services for sale to the Mississippi Department of Corrections, and other state agencies and political subdivisions thereof, aiding in reducing incarceration costs to the state.

The Mississippi Department of Corrections Prison Industries Division (by commission of Mississippi Statue, Sections 47-5-301 et.seq. and 47-5-501 et.seq), located at Parchman, MS, searches out and provides meaningful jobs the inmate population of the prison system.

The providing of meaningful jobs for inmates assists in the reinforcing of the basic principles of the work ethic; maintenance and building of productive work habits and skills, aiding in reduction of recidivism; reduction of idleness of prisoners within the corrections system; and aiding in the reduction of incarceration costs to the state by providing products and services for sale to state agencies and political subdivisions thereof, and to the public.

PERSONNEL

The personnel department consist of the following personnel: Pamela Erwin, Secretary Principal; Velica Flore, Clerk Typist; Linda Scott, Personnel Officer IV;

Ruth Grays; Deborah Johnson, Personnel Officer III; Alice Grimsley, Personnel Technician; Arleatha Williams, Personnel Technician; David Barrow, Personnel Technician.

The Personnel Department functions as an information center for administration, employees and/or public regarding personnel matters; process all personnel transactions—new hires, promotions, demotions, terminations, reclassifications, reallocations and transfers; monitors performance appraisal system; maintains organization chart; processes disciplinary actions; provides new hire orientation, process unemployment and workers' compensation claims; maintains personnel and interview files.

Issues in FY 89:

318	New Hires
90	Promotions
17	Demotions
263	Terminations
306	Disciplinaries

The Personnel Department strives to put the "Personal in Personnel" through departmental professionalism and personnel excellence as it promotes a uniform system in accordance with the laws of the state, the rules, regulations, policies and procedures of the State Personnel Board and the needs of the Department of Corrections.

The Personnel Department is aiding MDOC in accomplishing its mission by insuring that competent, well-trained personnel staff is available to identify vacancies, to provide accurate employment and other personnel related information of a non-confidential nature; to process all applicants selected for employment in a timely manner; and to provide necessary assistance to employees on all personnel matters.

PHYSICAL PLANT

The Physical Plant is primarily responsible for the refurbishment, repair, and reinforcement of all structures on the grounds of the Penitentiary, restitution, and community work centers throughout the State. A parole complex was added to the New Administration Building to incorporate office space.

The Old Security Building was converted into a pre-release center.

Housing and units were repaired following tornado damage.

A connection was made to Unit 3 from the main water system.

Staff houses by old Camp 5 were hooked up to the main gas line.

Dirt was moved and compacted to meet specifications at the new Unit 30 A.B.E. complex.

Quarterly inspection report discrepancies declined sharply due to increased use of manpower.

Heating systems not authorized in the fire code were removed.

The Old Administration Building will be completed to include new offices.

Water will be connected to Unit 7 and the Laundry off of the main system.

Fire alarm systems will be installed in Units 22, 23, 24, and 25.

Generators will be installed in all units currently without them.

The road from the trailer park at old Camp 6 to Gate 2 will be repaired.

The Physical Plant endeavors to actualize the institution's mission through application of technical expertise to security operations. The Department ensures, through direct interaction, that offenders are housed in a secure atmosphere with appropriate safeguards for administrative and security staff. Operational efficiency and effectiveness of services rendered are paramount in the techniques and supportive functions realized by staff and offenders alike.

On-the-job training is an essential part of the Physical Plant. Offenders are guided through assignments incrementally by trained personnel specifically designated to select fields of operation. Opportunities are provided for the nourishment of knowledge on an intensive basis using applied techniques in professional trade areas.

PROJECT AWARE

Project Aware consists of the following personnel: Cecelia Lusk, Coordinator; David Cook, Counselor; Jerry Fowler, Counselor.

Alcohol/Drug abuse and gang activity prevention programs to community youth around the state and to juveniles on probation in a prison based program.

Major Issues or Accomplishments in FY 89:

1. Through June 30, 1989 Project Aware Youth Court

team presented 62 programs to 820 juveniles on probation.

2. Records from courts correlating data on Project Aware attendance and recidivism show a 55% reduction rate among the juvenile probationers that have attended the Project Aware Youth Program.

3. The travel teams presented 513 programs to 136,007 young people and concerned citizens throughout Mississippi.

4. During the past year Project Aware updated their program presentations to address alcohol/drug abuse, gang related activities, school attendance and the need for family, school and community support in the prevention of these problems; with emphasis placed on the need for young people to talk to their parents, school counselors, youth court officers or ministers.

The overall goal of Project Aware is to reduce the incidence of alcohol and drug abuse, gang related activities, school dropout, suicide and criminal behavior among Mississippi juvenile probationers and other Mississippi young people. In order to achieve this goal the following objectives will be undertaken:

1. To provide a minimum of 75 drug abuse education and prevention programs to at least 750 juveniles on probation.

2. To reduce the recidivism rate of juvenile probationers exposed to Project Aware by at least 50%.

3. To provide a minimum of 200 drug abuse and prevention programs to at least 100,000 Mississippi young people.

4. To develop and implement within the Project Aware structure a new specialized program presentation which addresses not only alcohol/drug abuse, gang related activities, school attendance and criminal behavior, but incorporates a message on teen suicide.

Serving the three fold purpose of rehabilitation of inmates, decreasing recidivism of juvenile delinquents and prevention of alcohol/drug abuse and gang related activities among the state's youth, Project Aware aids in accomplishing the Mission in three ways. First, by providing a source of rehabilitative treatment, through a program which enables inmates to redirect their lives into more useful purposes, the program assists in retardation of recidivism.

Second, through a prison based Youth Court Program, Project Aware assists in decreasing recidivism of juvenile offenders and future adult criminal activity leading to prison.

Third, The program adds to the diversity of our modern correctional programs through a state wide

traveling alcohol/drug prevention program. This program is designed to address the negative consequences of alcohol/drug abuse and criminal behavior. It reaches over 100,000 Mississippi Youth annually.

RECREATION DEPARTMENT

The following personnel make up the staff of the recreation Department: Mr. H.T. "Bo" Godfrey, Director; Mrs. Mary Croft, Clerk Typist; Mr. Frank Meeks, Coordinator; Wendell Cannon, Recreation Supervisor III; Robert Stone, Taylor Williams and Troy Jones, Recreation Supervisor II.

We have filled our staff. We now provide more recreation, and a better variety of recreation to the inmates at Parchman. The band program is in full swing, our recreation activities include; Movies, softball, basketball, volleyball, and weightlifting. We have re-organized the rodeo for the year 1989.

As for primary goals for FY 90; Maybe to get started on new gym. Better transportation for transferring inmates to and from recreation. Add to staff for new unit.

We feel that we are providing a variety of recreation activities and feel that we are reaching as many inmates as possible with the recreation program. We are growing with the Mississippi Department of Corrections.

REGIMENTED INMATE DISCIPLINE PROGRAM

The RID Program Personnel consist of: Mike Whelan, Ph.D., Supervisor/RID; Bob Rowe, M.Ed., Psychological Evaluator; Nick McClung, B.S.E.; Psychiatric Assistant; Beverly Johnson, B.A., A&D Counselor; Michael Chesteen, Case Manager; Earline Beck, Clerk Typist; Sgt. Robert Taylor, Unit Administrator; Eleven (11) CO-I, Security Staff; Seven (7) CO-I, Drill Instructors.

The RID Program had provided therapy for approximately 500 first offenders during this time frame; to include: Discipline therapy, psychological therapy, Alcohol and Drug therapy, plus diagnostic testing and evaluations for the Judicial Branch of the State of MS.

Recognition has come to the program in the form of media coverage on a local, state, national, and international level. At the present time we are considered the model for this type of incarceration program. We are utilized by every Judicial District in the

state and are responsible for processing approximately 20% of inmate who are conditionally released (on probation or parole).

Primary goals for FY 90 are; To become a formal Department, to streamline and expand the program, train personnel and continue being a model for those systems who would like to incorporate this type of alternate sentencing into their systems.

The mission of MDOC is to incarcerate, and administer those individuals found guilty of crimes against the State of Mississippi. The RID Program aids in the accomplishment of this mission by utilizing a short term intensive, therapeutic incarceration and evaluation of participants, in a cost effective, management effective manner. Evaluations and recommendations are sent to the Judicial Branch.

THERAPEUTIC PRE-RELEASE /JOB ASSISTANCE PROGRAM

Therapeutic Pre-Release/Job Assistance Program consist of the following personnel: Willie Simmons, Director; Jacqueline Robinson, Assistant Director; May M. Leflore, Correctional Psychologist; Barbara Lee, Pre-Release Counselor; Melvin Miller, Pre-Release Counselor; Kathelean Rucker, Pre-Release Counselor; Marilyn Starks, Pre-Release Counselor; Daryl Theodore, Pre-Release Counselor; John Adams, Case Manager; Robert Allen, Case Manager-Instructor; Carol Kimble, Case Manager; Bette Lindsey, Case Manager; Aubrey Moore, Case Manager; Linda Stapleton, Data Entry Operator II; Leo Wilson, Secretary.

Among the responsibilities of this program, several services are provided, to include—Individual Counseling Sessions; Group Counseling Sessions; Job Development and Residence Development; Job Referrals; Follow-up; Placement Services; Tutoring; Remedial Education Training; Employability Skills Training; Financial Assistance; Transportation.

Major Issues or Accomplishments in FY 89: Enrolled - 352 participants; Secured Jobs for 250 participants; Program Expanded: Moved to a larger facility October, 1988, Old Security Building Renovated; Now capable of serving 96 participants at a time. Total Unit Capacity 108. Added a Remedial Education Program; Acquired 18 computers, 18 monitors, and 4

printers through GOJDT Funding for the R.E.P. Director and Case Manager Supervisor positions were reclassified to Director-Pre-Release and Assistance Director Pre-Release respectively, February 1989. Added five (5) Pre-Release Counselor Positions February, 1989; Conducted Pre-Release Open House June 1989.

Primary Goals for FY 90:

- I. To serve 700 participants.
- II. Program Expansion: To add an Adult Literacy Program;
Personnel: Teacher/Coordinator; Teacher; Counselor; Clerk-Typist Senior
Program to serve 150 participants
- III. To expand Pre-Release Program. Set up programs at the Rankin County Correctional Facility and the South Mississippi Correctional Institute in order to serve more Mississippi Department of Corrections Releases annually.

TRAINING DEPARTMENT

The Training Department personnel consists of the following: Joseph W. O'Hara, Training Director; Lonnie L. Herring, Jr., Interim Academy Director; Carol Boone, Interim Training Coordinator; Patricia McClung, Staff Development Specialist; Jimmy L. Parker, Staff Development Specialist; Paul Phillips, Acting Staff Development Specialist; John L. Williams, Acting Staff Development Specialist; Wanda J. Burnside, Secretary.

The Training Department offered to staff a full range of core curriculum presented during the course of the twelve (12) month period. The Curriculum taught included the following:

1. Academy Basic Training (200 + hours)
2. Basic Supervision (40 hours)
3. Assessment Center training (24 hours)
4. Training for Trainers (40 hours)
5. Case manager Training (40 hours)
6. Monthly Firearms Requalifications (24 hours)
7. First Aid/CPR (10 hours)
8. Non-Security Staff Orientation (40 hours)
9. Secretarial Workshop (8 hours)
10. Seminar on Gangs (8 hours)
11. PR-24 (16 hours)
12. PPCT (Pressure Point Control Tactics) (50 hours)

Accomplishments

During FY89, the Department provided the site for ad-

vanced SWAT Training conducted by the FBI for MDOC Emergency Response Team and other local and state law enforcement officials. This course was designed to instruct on retaking a unit under siege with hostages. The Department coordinated instructor's course in Adult CPR and First Aid. The Department supplied training aids and audio-visual equipment to other departments within the MDOC for interdepartmental training. The Department also handles all Request for Conference Leave within MDOC.

Major issues or accomplishments of this department for FY 89 are:

- A. Opening of Vocational Facilities at South Mississippi Correctional Institute.
- B. Planning Construction of ABE Classroom as Vocational School Project.
- C. Addition of Fish Hatchery and Fish Pond to Vocational Horticulture Program.
- D. Securing Funds for Vocational Programs at Unit 30 (JTPA)
- E. Remodeling of Vocational Administrator's Relief
- F. Extensive Outside Work Provided During Tornado Relief

Also:

1. Began instructing Academy Basic Training Course at Parchman Facility.
2. Expanded office space to include four (4) additional offices.
3. Expanded Firing Range to include 20 person observation/classroom.
4. Five (5) members of the Training staff became certified instructors in Adult CPR/First Aid through the American Red Cross.
5. Began teaching Adult CPR/First Aid courses to staff members.
6. Hired additional staff to handle the new training course load.
7. Two Temporary Duty Officers became certified firearms instructors through a course offered by the National Rifle Association.
8. One Staff Development Specialist became a certified instructor in Pressure Point Control Tactics.

Primary goals of this department for FY 90:

- A. Equipping and Staffing Vocational Programs at South MS Correctional Institute

- B. Completion of the ABE Classroom Vocational Project
- C. Upgrade Curriculms and Equipment in Existing Programs
- D. Secure Funding for New Vocational Complex

1. To renovate former Drew Elementary School in Drew, MS, into the Basic Training Academy complete with classrooms, dining hall, and barracks.
2. To have Academy Basic Training for all newly hired CO-I's conducted at the Basic Training Academy in Drew, MS.
3. To completely reorganize the Training Department to include new management positions, additional instructor staff, and additional clerical staff to accommodate the extra training load.
4. To set up a record keeping system on all MSP employees to record training each employee receives each year.
5. To offer in-service training for all employees to equal requirements of American Correctional Association standards and as determined to be needed by MSP administration staff.
6. To standardize all training conducted in all three (3) MDOC facilities.
7. To build additional office space to house the additional staff.
8. To renovate the current Training Facilities as needed.

MISSION STATEMENT

The Training Department is aiding MDOC in accomplishing its mission by providing a training program that will instill in employees the skills necessary to practice essential security standards, exercise sound correctional practices, and provide the necessary skills for improved job performance. Such training based around an Academy Basic Training for new security employees that consists of a basic 200+ hour core curriculum. In - service training shall be provided in accordance with American Correctional Association standards and as dictated by the perceived needs of management, changing policy regulations, and sound correctional standards and practices. This Department also provides specialized training assistance to federal, state, county, and municipal law enforcement agencies.

9/89/080

VISITOR'S CENTER WELCOME MANAGER

During FY89 the Visitor's Center conducted 120 tours

of the institution.

Conducted sixteen college tours representing different departments of study - Psychology, Education, Legal, Social Studies, etc.

Primary Goals for FY 90—Conduct 120 tours involving 6,000 people. Goal is to continue tours of the penitentiary to a host of high school students (over 8,000 last year), and others. Include video presentations this year to show tour groups a unit at Parchman, the Spiritual Life Center, the R.I.D. program, Vocational School and to talk about prison life in the medium and maximum security units and rehabilitation programs.

The department is an information source for the public to learn about prison life. The history of Parchman is the briefly stated. The experience of "prison shock" by seeing in person the results of bad choices or decisions can have a powerful effect on our youth and adults. This could eventually reduce the number of criminals in Mississippi. This is an educational program in line with the Mission Statement for the Penitentiary. The department gets many letters of appreciation from the public. It is reported that the tour groups are serious listening to inmates who warn them of what alcohol and drugs can do and what life in prison is like.

OFFICE OF VISITOR PROGRAMS

The staff consists of: Cassandra Blackwell, Correctional Administrator I; Doris Calhoun, Correctional Officer I; Delores Ramsey, Correctional Officer I; Clerk Typist Senior, Vacant.

This office maintains a visiting file on each offender entering the facilities at Parchman. All information is updated bi-annually and all documents verified.

The Office of Visitor Programs has established standard forms to be used which aids the Visitor Administrator in recording dates of visits. We arranged a system of interviewing that will not interfere with a unit's law library or sick call days.

This office hopes to establish a new, more centralized office near the entrance of the penitentiary. Another goal is to acquire a computer system to store visiting information.

This office assists in eliminating persons who are convicted criminals from entering the facilities at Parchman without proper authorization. Also, this process

aids in eliminating visitors from entering the institution with contraband and/or non-allowable items.

CORRECTIONAL VOCATIONAL EDUCATION

The Vocational Education Personnel consist of: Mike Corbin, District Director; Mitch Garrard, Director of Main Compound; Bennie Price, Director/Unit 30; Edgar Brown, Placement Counselor; Jimmy Childers, Guidance Counselor; Vivian Sims, Secretary Principal; Jenny McCain, Secretary; James Pegues, Remedial/Related Studies, Main Compound; Bette Hutto, Remedial/Related Studies, Unit 30; Vocational Instructors: Frankie Chandler, A/C & Refrigeration; Mike Lee, Auto Body & Fender; Tommy Chandler, Auto Mechanics; Bob Douglas, Brick, Block & Stone; Charles Williams, Building Trades; Rudy Seals, Cooking & Baking; James Tuttle, Diesel Mechanics; Frank Mixon, Horticulture/Catfish; Larry Powell, Ind. Electricity; Ankie Cummins, Machine Shop; Mike Harbison, Marine Maintenance; Bob Cummings, Plumbing; Warren Griffin, Radio & TV; Jimmy McElroy, Sheetmetal; Jeff Sims, Welding (Main Comp.); Robert McCain, Welding (U/30).

Vocational Education provides trades as listed above under the Vocational Instructors.

Major issues or accomplishments of this department for FY 89 are:

- A. Opening of Vocational Facilities at South Mississippi Correctional Institute.
- B. Planning Construction of ABE Classroom as Vocational School Project.
- C. Addition of Fish Hatchery and Fish Pond to Vocational Horticulture Program.
- D. Securing Funds for Vocational Programs at Unit 30 (JTPA)
- E. Remodeling of Vocational Administrator's Relief
- F. Extensive Outside Work Provided During Tornado Relief

Primary goals of this department for FY 90:

- A. Equipping and Staffing Vocational Programs at South MS Correctional Institute
- B. Completion of the ABE Classroom Vocational Project
- C. Upgrade Curriculms and Equipment in Existing Programs
- D. Secure Funding for New Vocational

Complex

Our Vocational mission is to teach inmate/students a marketable skill before they leave the MS Department of Corrections, thus keeping these inmates from being recidivist. During fiscal year 88-89, we provided vocational education to 752 different inmates here at Parchman. Without additional facilities, this is a maximum number. We will strive to keep pace with this figure in fiscal year 89-90.

Rankin County Correctional Facility

RCCF

Mississippi Department of Corrections

Agency: 0551

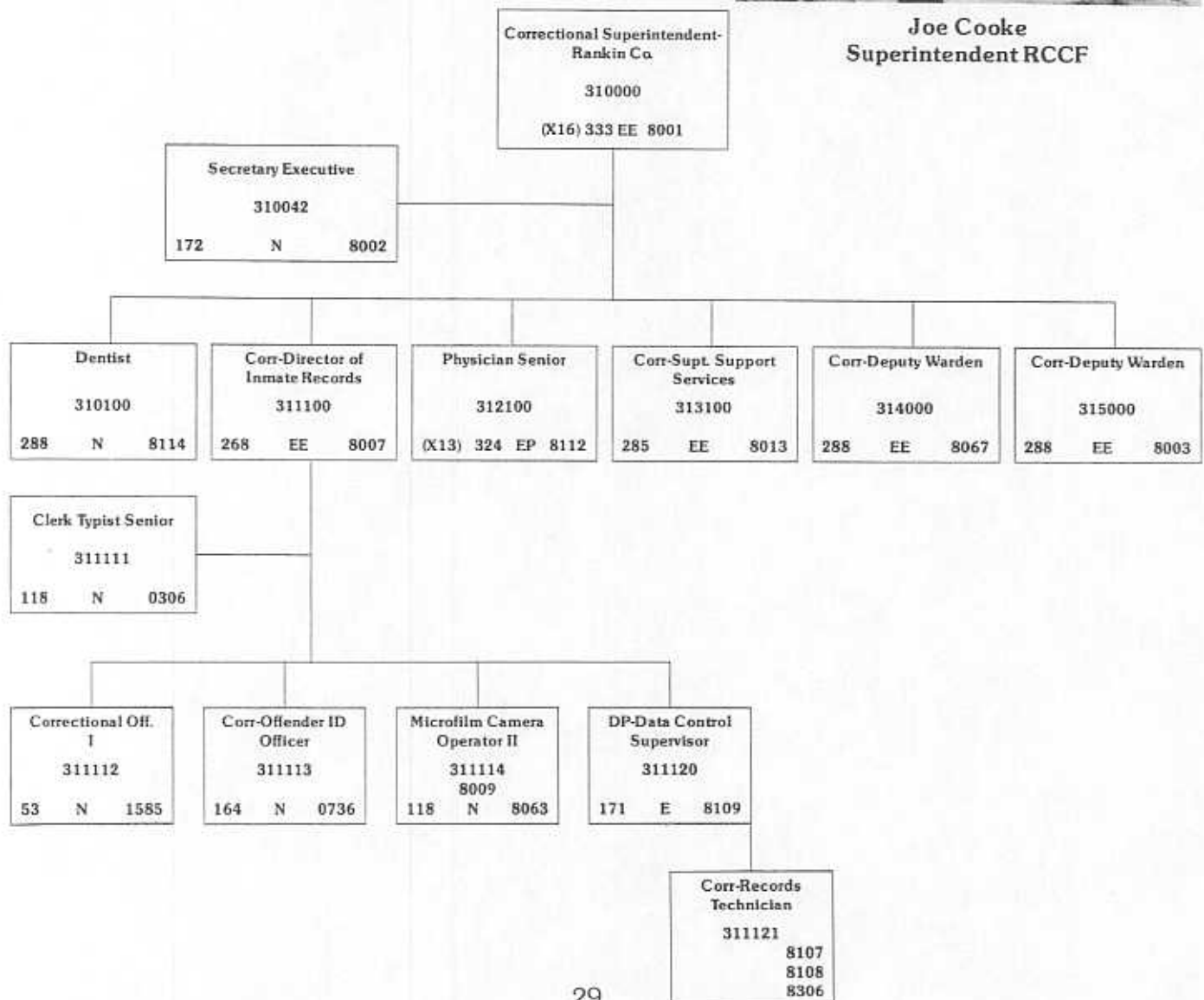
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Prepared June 1, 1988

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Joe Cooke
Superintendent RCCF



RCCF ANNUAL REPORT

FY - 89

PERSONNEL - STATISTICS

POSITION

NUMBER ALLOTTED

ACADEMIC TEACHER	2
ACCOUNTING CLERK, SR.	1
ALCOHOL DRUG COUNSELOR, PRISON	1
ASSISTANT DIR. OFFENDER SERVICES	1
BOILER PRESS VESS. CHIEF	1
CANTEEN MANAGER	1
CASE MANAGERS	10
CASE MANAGEMENT SUPERVISORS	2
CHAPLAIN I	1
CLERK SENIOR	1
CLERK TYPIST SENIOR	2
CORRECTIONAL ADM. I	24
CORRECTIONAL ADM. II	7
CORRECTIONAL ADM. III	2
CORRECTIONAL SUPT. OF SECURITY	1
CORRECTIONAL OFFICERS	126
DENTIST	1
DEPUTY WARDENS	2
DIETICIAN II	1
DIRECTOR, INMATE RECORDS	1
DISCIPLINARY CHAIRPERSON	1
DISCIPLINARY INVESTIGATOR	1
FACILITY MAINT. SUPT.	2
FACILITIES MAINT. SUPV.	3
FIRE & SAFETY INSPECTOR	1
FISCAL OFFICER, CHIEF	1
FOOD SERVICE SUPV. II	2

RCCF ANNUAL REPORT

FY - 89

PERSONNEL - STATISTICS (continued)

<u>POSITION</u>	<u>NUMBER ALLOTTED</u>
LAUNDRY MANAGER	1
LIBRARY TECHNICIAN	1
MEDICAL LAB. TECH. SENIOR	1
MEDICAL RECORDS ADMINISTRATOR	1
MEDICAL RECORDS TECH.	1
MICROFILM CAMERA OPERATORS	2
NURSE II	8
NURSE III	1
OFFENDER ID OFFICER	1
PERSONNEL OFFICER V	1
PERSONNEL TECHNICIAN	1
PHARMACIST II	1
PHYSICIAN, SENIOR	1
POSTAL CLERK SUPERVISOR	1
POSTAL INSPECTOR	1
PROJECT AWARE TRAINER	1
PSYCHIATRIC ASSISTANT	1
PSYCHOLOGICAL EVALUATOR	2
PSYCHOLOGISTS, LICENSED	1
RADIO OPERATORS	6
RADIOLOGICAL TECH. CHIEF	1
RECEPTIONIST	1
RECORDS TECHNICIAN	3
RECORDS TECH. SUPV.	1
RECREATION COORDINATOR	1
SECRETARY	4
SECRETARY EXECUTIVE	1
SECRETARY PRINCIPAL	4

RCCF ANNUAL REPORT

FY - 89

PERSONNEL - STATISTICS (continued)

<u>POSITION</u>	<u>NUMBER ALLOTTED</u>
STAFF DEVELOPMENT SPECIALIST	5
SUPERINTENDENT	1
SUPT. SUPPORT SERVICES	1
TRAINING COORDINATOR	1
VOCATIONAL COUNSELOR	1
VOCATIONAL ED. DIRECTOR	1
VOCATIONAL ED. INSTRUCTORS	7
WAREHOUSE III	2
WAREHOUSE MANAGER II	1
TOTAL:	<hr/> 272

DEPARTMENT: RCCF - WOMEN'S UNIT:

Rankin County Correctional Facility houses all female offenders entering the State's Corrections System. The capacity of the Women's Unit is 373 with four general population buildings and one Maximum Security Unit. This RCCF Women's Unit is designed to meet their social, educational training, and remedial needs. The Women's Unit also has a RID Program for females which is in "D" Building. Non-violent offenders are sentenced by the Courts to the RID Program. The RID (Regimented Inmate Discipline) Program participants are subjected to physical conditioning, rigid dress code, personal grooming and hygiene standards, structured and leisure/recreation activities, rigid living area, cleanliness standards, minimized idleness and intensive programming. These Programs are developed in order to achieve RCCF's goal of installing a positive work ethic, becoming responsible individuals, and in general becoming productive, non-criminal citizens.

FIVE VOCATIONAL TRADES TRAINING PROGRAMS ARE AVAILABLE TO FEMALE INMATES

WHICH INCLUDE:

- (1). **INDUSTRIAL SEWING**
- (2). **UPHOLSTERY**
- (3). **WELDING**
- (4). **MACHINE SHOP**
- (5). **BUSINESS AND OFFICE TECHNOLOGY**

MONTHLY AVERAGES **7/1/88 TO 6/30/89**

Total Classification Actions	123
A. Approved	103
B. Disapproved	20
Case Management Services	
A. Approved	349
B. Disapproved	10
Inmate Grievances Received	1
Inmate Movement - R&C Center	
A. Inmates received through R&C	290
B. Inmates initially classified	240
C. Total inmates transferred	247

1. Males	73
2. Females	2
Total	75
Returns from the CWC	
1. Medicals	3
2. Administratives	2
3. PDA	17
Total	22

RECORDS:

The Records Unit created 3,652 Inmate Master Files and Computer Records, and updated an additional 15,185 records. The Road ID Unit processed 1,560 Inmates housed in the county jails throughout the entire state. The ID Unit processed 3,505 Inmates in and out of the facility. The Records Office oversaw the installation of computer hardware throughout the facility giving every major office with a need, access to various offender records. The Records Office also initiated a procedure for creation of color coded Inmate Master Files with subsequent transmittal to the Records Office at Parchman. The Records Office tested new computer operating procedures, job descriptions, and performance appraisal standards, was opened and closed. The R&C ID Unit was acquired by the Records Office. A complete evaluation of security procedures, operating procedures, and quality control systems was made in the Unit. Significant changes were implemented to put the unit in compliance with acceptable standards. An investigation of quality control mechanisms and product accountability was made in the Records Office and the ID Units to identify vested interest tasks and the degree of accuracy maintained in each. The result was reassignment of some tasks and acquisition to others with a concurrent initiation of measurable standards of production related to performance.

DEPARTMENT: RCCF - WOMEN'S UNIT:

Other Educational opportunities include:

- (1). **ADULT BASIC EDUCATION**
- (2). **JUNIOR AND SENIOR COLLEGE PROGRAM**
- (3). **LAUBACH LITERACY PROGRAM**

A well rounded recreational and family visiting program has been developed for the inmates assigned to RCCF. Provisions have been made to assist the incarcerated and free family members in maintaining

positive family ties. Efficiency apartments in which the family visits take place are provided. Only the inmates who have achieved "trustee" status are eligible for this privilege.

SUPPORT HOUSING UNIT:

In an effort to reduce duplication and enhance efficiency, a Support Facility is maintained at RCCF. The Unit provides housing for 164 male inmates. These minimum security inmates are responsible for providing the following services to the R&C Center, Women's Unit, and Support Unit:

- | | |
|----------------------------------|--------------------------|
| 1. FOOD SERVICE | 6. LAUNDRY AND BEDDING |
| 2. MAINTENANCE | 7. K-9 |
| 3. WAREHOUSING | 8. MAIL SERVICES |
| 4. FIRE PREVENTION / SUPPRESSION | 9. RECREATION |
| 5. CANTEEN | 10. LAW LIBRARY SERVICES |

In addition, the Support Services Facility houses inmates who work in various jobs for State Agencies, the Reception and Classification Center, and the RCCF Support Services Unit. By the provision of this Unit, the need for duplicated space and staff in each of the other units has been significantly minimized. The outcome is the reduction of capital expenditures with an accompanying reduction of long-term manpower costs.

SECURITY:

The Security Department at RCCF is charged with the security, custody, and the control of all inmates assigned to the Facility. The mission of this Department is to prevent escapes, disturbances, and riots. To accomplish this task, 160 Security Staff positions are maintained. This Staff mans 18 Control Rooms and other posts, providing Security for the following areas:

- | | |
|--------------------------|---------------------------------|
| 1. KITCHEN & DINING HALL | 5. HOSPITAL, CLINIC, DENTAL LAB |
| 2. MAINTENANCE DUPLEX | 6. EDUCATIONAL SECTION |
| 3. VISITING FACILITIES | 7. UNIVERSITY MEDICAL CENTER |
| 4. ID SECTION | |

8. RECREATIONAL FACILITY
9. TRANSPORTATION

The facility contains one million dollars worth of Electronic Security Equipment. Access to the Facility is controlled by electronic gates and locks. The perimeter is protected by two 12-foot fences with a roll of razor wire at the top of each. The Reception and Classification Center, which is a maximum Security Facility, is protected by an interior fence with five rolls of razor wire. These are two separate and independent Electronic Perimeter Detection Systems mounted on the perimeter fence. The rear entrance to the Facility is guarded by a Control Tower and a Microwave System. These systems will alert Control Room Personnel of an attempted escape.

A K-9 Staff of three (3) responds to all Security Incidents within the Facility and to local County calls.

INTERNAL/EXTERNAL WORK

ASSIGNMENTS:

A. MALE SUPPORT HOUSING UNIT:

- | | |
|------------------------------|----|
| 1. KITCHEN - MAIN | 28 |
| 2. HOUSING UNIT JANITORS | 15 |
| 3. ADMIN. CLERKS & JANITORS | 4 |
| 4. MAINTENANCE/FACILITY-WIDE | 34 |
| 5. WAREHOUSE | 6 |
| 6. LAUNDRY/FACILITY-WIDE | 5 |
| 7. PROJECT AWARE | 0 |
| 8. RECREATION | 1 |
| 9. R&C UNIT - SUPPORT | 17 |
| 10. WOMEN'S VOCATIONAL TECH | 2 |
| 11. ABE AND JUNIOR COLLEGE | |
| 15 PROGRAMS (Each Class) | |
| 12. CHAPLAINS DEPARTMENT | 2 |

B. FEMALE HOUSING UNITS:

- | | |
|---|----|
| 1. HOUSING UNIT CLERKS | 5 |
| 2. UNIT SUPPORT JANITORS | 12 |
| 3. WOMEN'S ADMINISTRATION CLERKS & JANITORS | 5 |
| 4. PROJECT AWARE | 2 |
| 5. MAIL PACKAGE CLERKS | 1 |
| 6. R&C UNIT SUPPORT | 9 |
| 7. RECREATION | 2 |
| 8. GROUNDS/3-DAY HOUSE | 2 |
| 9. CANTEEN | 3 |

10. LANDRY/WOMEN	5
11. KITCHEN/WOMEN	14
12. LAW LIBRARY	3
13. LONG LINE	19
* 14. SCHOOL/ABE AND VOCATIONAL TECH	105
15. JUNIOR COLLEGE PROGRAM	16

* Denotes working and participating in School Programs.

NOTE: These figures change due to the releasing and the receiving of Inmates.

EXTERNAL WORK DETAILS

External work assignments are a vital component to the operations of the Rankin County Correctional Facility. This Classification of work assigns inmates to several State Agencies to work in a variety of job assignments, thus causing a savings to the Agencies and the taxpayers. Male and Female inmates are assigned to these State Agencies on a daily basis. They work an average of 40 to 50 hours per week and their assignments are as follows:

<u>AGENCY</u>	<u>MALES</u>	<u>FEMALES</u>
STATE SURPLUS PROPERTY	0	1
MISS. LAW ENFORCEMENT ACADEMY	4	2
STATE HWY. PATROL HEADQUARTERS	11	7
THE STATE CAPITOL	1	0
THE AIRPORT	1	0
MDOC HEADQUARTERS	0	3
BRANDON POLICE OFFICE	0	3
RICHLAND ROAD CREW	0	0
AGRICULTURAL MUSEM	3	0

NOTE:
CURRENT VANCANCIES
(2-89)

5 9

RECEIVING AND CLASSIFICATION /PROGRAMS

The Rankin County Correctional Facility is a 26 million dollar prison which is the Receiving and Classification

Center for the Mississippi Department of Correction and has an excellent Vocational Trades Training Program. The importance of a Reception and Classification Center to the Corrections System in the State cannot be overestimated. The following descriptions give a general overview of the Center and its functions.

RECEIVING AND CLASSIFICATION:

CLASSIFICATION:

The initial Classification Case Managers strive to evaluate each individual newly committed felon through; Psychological data, Medical data, Counselor's interviews and panel discussions. The facilitate the placement of each inmate into appropriate housing, work/school assignment, and security custody, to ensure the highest level of rehabilitation while minimizing disturbances and risk to other inmates and staff.

RECORDS:

The Rankin County Records Office creates the Inmate Master File and Master Computer Record. Further, the Office updates the computer record as needed and tracks inmate entry, location change, and exists through the Facility. Inmates housed in County jails are processed by the Road ID Unit in the Reception and Classification center. Processing involves photographing, fingerprinting, and interviewing the inmate as well as ensuring that the inmate complies with sanitary, grooming, and clothing regulations.

MEDICAL:

The RCCF Medical Department provides a wide range of medical, dental, and psychological services not only to RCCF inmates (which include R&C, Women's Unit, and Support Unit), but also to inmates housed at many of the CWC(s), the Governor's Mansion, and occasionally MSP inmates housed temporarily at RCCF while obtaining medical treatment at UMC.

PROGRAMS:

EDUCATIONAL:

Vocational Training, Life Skills, Adult Basic Education, and Vocational Counseling are provided to female inmates Monday through Friday. Adult Basic Education is offered to male inmates on two nights per week.

Both male and female inmates attend Junior College classes on two nights per week.

DISCIPLINARY:

Disciplinary oversees the disciplinary process for RCCF, all Community Work Centers and Restitution centers under the authority of Disciplinary Procedures outlined, Gates VS Collier, 1978, Revised: 1987, July.

PARENTING SKILLS:

Parenting skills are emphasized to female inmates at RCCF. The inmate is given information concerning assistance agencies in the Community and allowed to give feedback regarding their feelings towards their family prior and during their incarceration. Presently fifteen (15) offenders are enrolled in the Parenting Skills Program at RCCF.

CHAPLAIN:

The Chaplain Department aids inmates at RCCF spiritually, emotionally, and also physically. It is felt, spiritual conversion leads to changed behavior, both within the prison setting and later in society. Comfort is provided during a crisis situation and spiritual counseling and assistance for personal needs is given to many inmates and their families. The department's presence aids the MDOC in matters of security and rehabilitation. Spiritual education and worship opportunities at RCCF include church services, bible studies, seminars, concerts, religious instructional classes and social behavioral classes. The "Captives for Christ" speaking team exists for the dual purpose of informing and to also spiritually enlighten the citizens of Mississippi and encourages the growth of RCCF Christian inmates. The Team spoke on 146 occasions to approximately 100,000 people in churches, civic clubs, high schools, universities, colleges, and at various youth programs. In addition, the Department has a radio program weekly, a puppet group, a choir, and a periodic newsletter, all involving inmates.

Since the Chaplain Department has no monies available otherwise, volunteers have provided religious materials, toilet articles, gasoline for travel, Chapel donations, over four hundred (400) packages for needy inmates, Christmas gifts for the inmates, Christmas gifts for inmates' children, all totaling over \$71,500.00. however, there is no way to determine the value of clothing, housing assistance, and travel assistance donated by volunteers.

REGIMENTED INMATE DISCIPLINE (RID):

The purpose of the RID Program is to equip participants with the necessary life skills which will aid them in their everyday lives both within and outside of the Prison system. The acquisition of the necessary life skills will significantly increase the likelihood of participants ability to lead law abiding, creative, and fulfilling lives as contributing members of the free society, once released.

SUPPORT SERVICES:

The Support Services mission at RCCF is to maintain all buildings and grounds. They also support Community Work Centers and Restitution Centers from Yazoo City, south. Support Services provides janitorial supplies, inmate and the officer's clothing, and provides vehicle maintenance. The MDOC vehicles are also serviced at this Facility.

MAJOR ISSUES OR ACCOMPLISHMENTS: WOMEN'S UNIT

A. MAJOR ISSUES:

If we are to continue to carry out the mission of the Mississippi Department of Corrections, Section 47-5-1 of the Mississippi Code which states that it is the policy of the State that the Correctional System will be managed and conducted "in that manner as will be consistent with the operation of a modern correctional system and with the view of making the system self sustaining. Those convicted of violating the law and sentenced to a term a term in the State Correctional System shall have humane treatment, and be given the opportunity, encouragement, and training in the manner of reformation."

- B. Some serious thought and planning needs to be given to adequately Staffing this area. Officers get burned out and thus leave when they have to do more and more duty assignments because of Staff shortages.
- C. This Facility needs to have an entrance gate so that there can be a check and balance system

as to who enters and leaves the Institution. Unmonitored swinging gates will not do. If we are to continue to increase our population, we need to have space to house the inmates. Double bunking is not the answer and will not do.

ACCOMPLISHMENTS:

- A. The Parenting Skills Grant was approved for another year of operation. The Class has progressed very smoothly. Their major task was to provide a "Kids Day Program" for the female participants' families. This will be a yearly activity.
- B. We have increased the bed space capacities for housing inmates from:

FEMALES	317	to	373
MALES	148	to	164

These areas have been maximized as far as the court ordered square footage.

- C. One of the many tasks the Facility performs, one of the most important is to make sure that as many inmates as possible are assigned to meaningful and productive work and/or school assignments. We have been able to accomplish this by the variety of outside job assignments and through the Educational and Vocational Classes offered at RCCF. We will continue our efforts for the up-coming year.

PRIMARY GOALS FOR FY - 89:

- A. To work closely with the Parole Board, the DOC Central Office Staff, and The Center for Independent Learning to open a Half-Way House for Female Offenders in the Jackson area.
- B. To work closely with the RCCF Programs Staff and Jackson State University to develop a senior level College Program for the male and female inmates assigned to RCCF.
- C. The Facility continues to strive to work with the inmates and help them to see themselves. The highly acclaimed Geese Theater Production was presented again this year and was well received. The Educational Staff had the inmates to write comments on this Program. The insight the in-

mates gained was worth the money spent for this performance.

- D. To continue to accomplish the mission of the Rankin County Correctional Facility. To prevent escapes, riots, and protect the citizens that have entrusted us with our jobs.

RECEIVING AND CLASSIFICATIONS

/PROGRAMS:

A. CLASSIFICATION:

For all practical purposes, the CWC(s) were filled. The Social Admissions Form was completely computerized. Many forms were revised and improved.

TOTAL CLASSIFICATION

<u>ACTIONS</u>	123
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A. APPROVED	103
B. DISAPPROVED	20

CASE MANAGEMENT SERVICES

A. APPROVED	349
B. DISAPPROVED	10

<u>INMATE GRIEVANCES RECEIVED</u>	1
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INMATE MOVEMENT - R&C CENTER

A. INMATES RECEIVED THROUGH R&C	290
B. INMATES INITIALLY CLASSIFIED	240
C. TOTAL INMATES TRANSFERRED	247

1. MALES	73
2. FEMALES	2
TOTAL:	75

RETURNS FROM CWC

1. MEDICALS	3
2. ADMINISTRATIVE	2
3. PDA	17
TOTAL:	22

MEDICAL:

The Medical Department's ability to provide initial screenings, evaluations, and examinations to an increasing number of inmates entering MDOC while maintaining services to the Women's Unit, Support Unit, and an increasing number of CWC inmates at the same time was a great accomplishment for the Department. Each inmate entering MDOC is given a complete physical examination by a Physician. This includes; a chest x-ray, lab work, TB screening. In addition, each inmate is given psychological tests and is interviewed by a member of the psychology staff. Every inmate at RCCF is afforded access to medical, dental, and psychological services. On site nursing coverage is now provided on all shifts five (5) days per week. Physician coverage at RCCF has been greatly enhanced since the physician position is now at RCCF full-time rather than divided between RCCF and MSP. The TB Control Division of the Mississippi State Health Department has provided RCCF with some nursing assistance in MDOC's TB screening efforts.

MEDICAL DEPARTMENT STATISTICS:

PHYSICALS DONE ON NEW INMATES	3,061
SICK CALL AND PHYSICIAN FOLLOW-UP/RCCF	2,333
REFERRALS AND EMERGENCY TRANSFERS TO OUTSIDE MEDICAL FACILITIES	964
SICK CALL FROM CWC(s)	624

DENTAL STATISTICS:

TOTAL NUMBER OF TREATMENTS	3,583
REFERRALS TO ORAL SURGEONS	38

PHARMACY STATISTICS:

PRESCRIPTIONS FILLED/REFILLED	15,466
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MEDICAL LAB STATISTICS:

TESTS PERFORMED AT RCCF LAB	3,756
TESTS PERFORMED AT OUTSIDE LABS	6,045

X-RAY STATISTICS:

TOTAL X-RAYS GIVEN	3,250
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PSYCHOLOGY STATISTICS:

EVALUATIONS, R&C	3,111
SEEN BY PSYCHOLOGISTS /PSY. ASSISTANT	850
EMERGENCY TRANSFERS TO MDOC HOSPITAL	16

PROGRAMS:

VOCATIONAL/EDUCATIONAL:

Sixty-five (65) females participated in the Adult Basic Education classes. Eighty-five percent (85%) of the participants made one (1) month's gain academically for each month enrolled. Thirty-three percent (33%) received their high school equivalency diploma. Twenty-five (25) men participated in the male ABE Program. Six (6) of those men received their high school equivalency diploma. A total of one hundred twenty-three (123) female inmates were enrolled in the vocational training program during the year. All the programs except Welding are two (2) year programs therefore, only four (4) inmates received certificates of completion for the first year of Vocational Training. Forty-one (41) inmates (16 males and 25 females) participated in the Junior College Program during the year taking two (2) courses per semester. Three (3) inmates received Associate Degrees through Hinds Community College.

DISCIPLINARY:

During FY-89, 1,216 Rule Violation Reports were processed. Less than three percent (3%) of the offenders received two or more violations. Three percent of the offenders that received Rule Violation Reports received two or more.

PARENTING SKILLS:

Dr. Larry LeFlore, Associate Professor, University of Southern Mississippi, served as consultant for the RCCF Parenting Skills Program. He is assisting in implementation and overseeing of planned activities. A lesson plan has been developed by the instructor Case Manager for the Program and will be reviewed by Dr. LeFlore and Senior Staff members.

CHAPLAIN:

The Chaplain Department offered 288 worship services with 13,233 inmates attending. Two hundred eighty eight Bible Studies with 9,000 inmates attending, counseled 9,930 inmates, had 133 volunteers involved per month, and had 26 special events.

DISCIPLINARY DISPOSITIONS AT RCCF

JULY 1988 - JUNE 1989

DISPOSITIONS	CWC's	RCCF/WOMEN	RCCF/SUPPORT	RCCF/R & C
TOTAL	683	400	103	30
Guilty - Serious	490	266	73	12
Major	52	-	-	-
Guilty - Minor	27	42	9	-
Not Guilty	25	15	4	1
Dismissed	16	18	10	1
Paroled or sentence expired before hearing	4	6	2	-
Other*	69	53	5	16

Total - 1,216

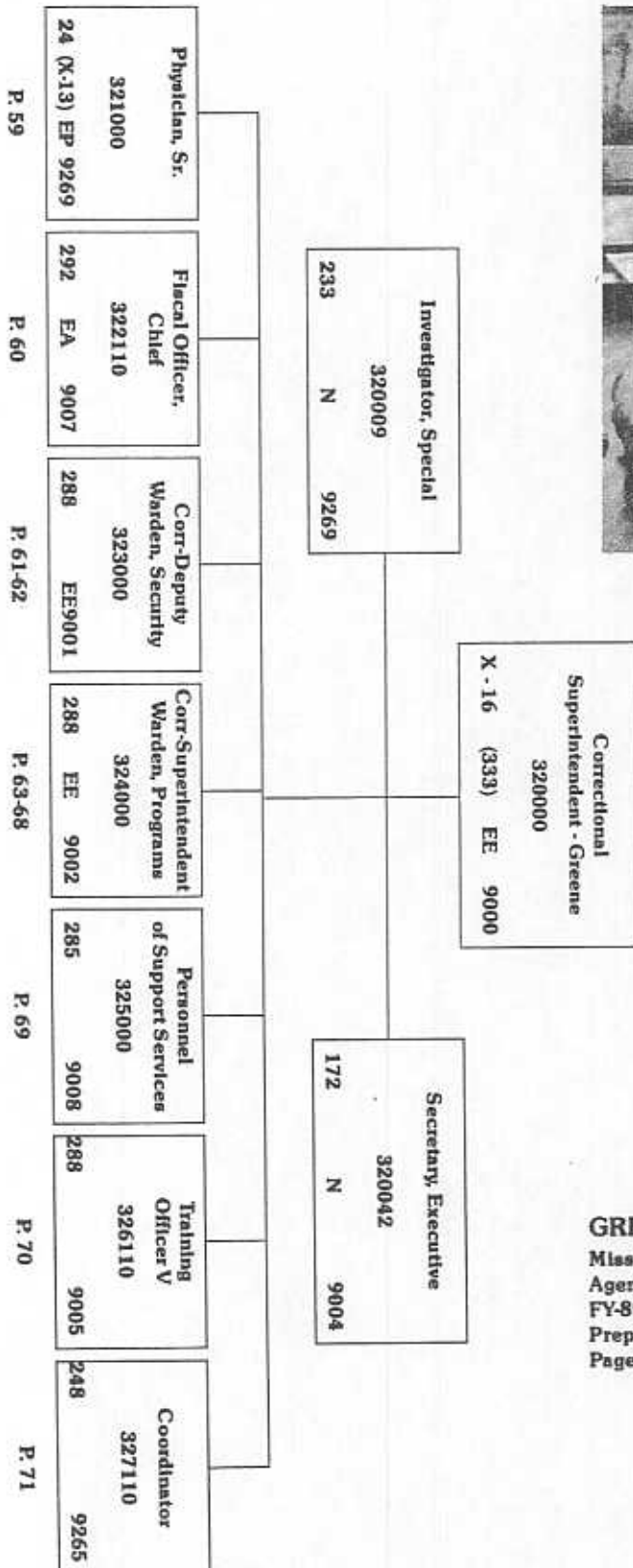
Guilty - Serious	841
Major	52
Guilty - Minor	78
Not Guilty - Serious	45
Dismissed	45
Paroled or sentence exp. before hearing	12
Other *	143

*OTHER - Includes all Minor cases found not guilty; cases passed to the files; cases of Offenders sent to Par-chman before hearing was conducted.

South Mississippi Correctional Institution



DONALD A. CABANA
Superintendent SMCI



GREENE COUNTY CORRECTIONAL FACILITY

Mississippi Department of Corrections

Agency: 0551

FY-89

Prepared June 1, 1988

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SOUTH MISSISSIPPI CORRECTIONAL INSTITUTION

Personnel Department

The personnel office of SMCI, as with other personnel departments within the Mississippi Department of Corrections is responsible for activity and programs related to employees. These areas of responsibility include: application, interview and hiring process; consultation with administrative and management staff related to employee matters and staffing; interpretation and implementation of personnel laws, policies, procedures and regulations; and other activities which directly relate to the personnel operation of the institution.

During this fiscal 1989, the personnel office's primary concern was the staffing of the institution's two hundred seventy eight (278) allocated positions. By the end of the '89 fiscal year we had filled two hundred thirty (230) positions resulting in forty eight (48) vacant positions by year end. These vacancies were primarily in the academic/vocational departments and the upper ranks of security.

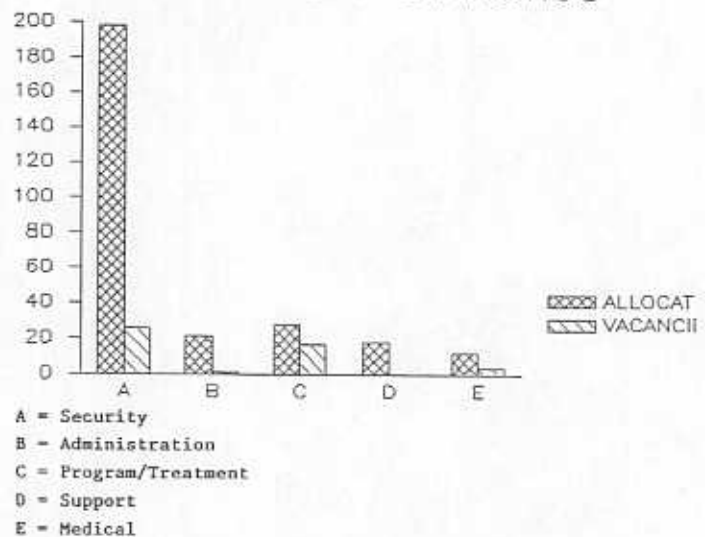
Shown in graph I are the position allocation and vacancies present in the respective departments at the end of the fiscal year.

Graph II shows the breakdown of employees by race and sex.

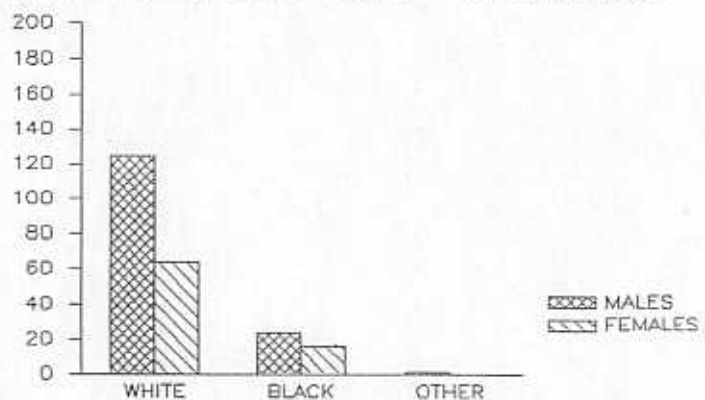
One of the primary concerns expressed by the local citizenry during the selection of a site for SMCI was the fear that local people would not be given an opportunity to compete for employment at the new prison facility. We were cognizant of this fact and addressed it in our hiring process.

SMCI, located in Greene County, has 93% of its employees living in Greene County or adjoining counties; George, Perry, and Wayne. Graph III represents the residence of all employees hired through the end of the fiscal year.

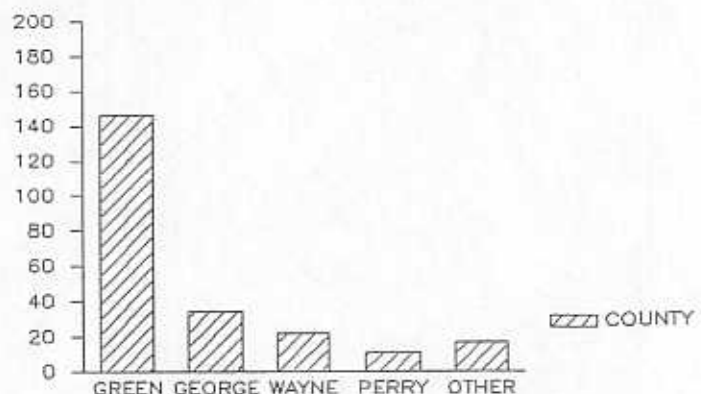
GRAPH I
EMPLOYMENT STATISTICS



GRAPH II
RACIAL & SEX EMP STATISTICS



GRAPH III
COUNTY EMPLOYMENT STATISTICS



FISCAL DEPARTMENT

During the three months that the Fiscal Department was in operation during the Fiscal Year End June 30, 1989 basic accounting policies and procedures were established and implemented.

Major components consisted of the following:

1. Basic format reporting and procedures for developing department fiscal year budgetary requests, reporting, review and determination.
2. Abudget package for the ensuing fiscal year.
3. Basic cost center accounting and assigned areas of responsibility for budget review and control. (see attached Exhibit "A").
4. Monthly financial reports by cost center comparing budgeted amounts to actual expenditures. (see attached Exhibit "B").
5. The establishment of the first "cashless canteen" accounting system in the MDOC AND ADJUNCT INMATE ACCOUNTS. (see attached Exhibit "C & D") and fully operational canteen.
6. The establishment of bank accounts to service the canteen operation and depository for the personal fund of the inmates.
7. The establishment of procedures and accounting system for purchasing, inventories and tracking commodities flow.
8. The establishment of procedures and accounting system for physical inventories.

MEDICAL DEPARTMENT

We have seen many changes in the Infirmary since the first Inmates were housed at SMCI.

When the first three RN's were hired on 4-24-89, the Infirmary was unequipped to service the Inmates. In the beginning we held sick call at the local hospital and had all prescriptions filled at Huff's Pharmacy.

As time went on, we started receiving equipment and supplies. We were able to start having sick call at our

Infirmary. In general, we have had very few problems with our system.

After receiving our Pharmaceutical license in May, our Pharmacist has been filling the prescriptions here on a contractual basis.

Beginning this month we started seeing the out lying CWC's. We are proud to be able to offer this service.

At present we have one Physician Senior, one Dentist, one Nurse III, five Nurse II, one Medical Secretary, one Medical Records Clerk and one Lab Technician.

In the near future we hope to equip our lab so that we can further enhance our services.

SECURITY

The Security Department at SMCI is typical to most other facilities within the department, because we have the same goals and desires. However, we are also unique in that we opened our facility several months ahead of schedule, with virtually brand new staff, and for the first four months of operation have had no major incidents.

The Security Department of SMCI when fully staffed will consist of 166 correctional officers, 10 correctional administrator I's (sergeants), 5 correctional administrator II's (Lieutenants), 5 correctional administrator III's (captains), and 1 Superintendent of Security. The majority of these positions have been filled, with exception being the position of correctional administrator I, which presently only 3 of our positions have been filled.

The security staff have been called on, on several occasions to do jobs that are above and beyond their regular job assignments. The first graduating class of correctional officers actually served as a clean-up, fix-up crew which pulled together and prepared our institution for a premature opening. The officers received hands on training by supervising community work center inmates in various job assignments around the institution.

The virtually green security staff at SMCI has functioned properly, with no escapes, attempted escapes, murders or other serious incidents, and yet they have been called on to perform various duties and details to include several outside the perimeter work details.

All work details which include; house crew, wood crew, and road gang, have all functioned superbly with no major incidents occurring on any of the details. The road gang has been operating throughout the beats of Greene County performing clean-up, repairs and other jobs for the county supervisors. We plan to expand our area with the introduction of our bus that has been repaired by our maintenance department.

The staff feels that we can maintain our high level of inmate productivity and cooperation from the inmates due to our management style, which allows the inmate population to be treated justly, and fairly as long as they maintain a high level of respect for staff members. The style has worked thus far, with no serious assaults on staff to this date.

One problem that the security staff at SMCI sees, is the lack of vehicles, one of which was transferred to central office for their use. This leaves us with ten vehicles to cover an area that is sparsely populated and densely vegetated. In the event of an escape, this would prove to be a severe handicap.

TRAINING DEPARTMENT

The attached report is a summation of the numbers of personnel who received training during the past nine months. Operating with a shortage of training personnel, without proper facilities, and under a compressed time schedule, the required training was provided.

It is felt that quality training has been provided thus far, and that with a full complement of training staff, improved facilities (particularly the firing range) and normal time frames for training an even higher quality and quantity of training can be provided.

SMCI TRAINING DEPARTMENT **March 1989 through October 1989**

ACADEMY CLASSES:

March 20 - April 7	89-A	27
April 3 - April 26	89-B	35
April 14 - May 5	89-C	27
May 1 - May 19	89-D	18
June 26 - July 14	89-E	17
August 1 - Sept. 22	89-F	13
Total.....		137

*Note: All Correctional Officers successfully completed a MINIMUM of 160 hrs. of Academic and Physical training. This Training was completed prior to the Correctional Officers' being assigned to an Institutional duty post or assignment.

NON-SECURITY PERSONNEL:

Orientation Class	#1	14
Orientation Class	#2	14
Orientation Class	#3	17
Total.....		45

*Note: Three Orientation Classes were conducted at the South Mississippi Correctional Institution in an effort to familiarize the new Correctional Staff member with the over all operation of the Institution. Each employee has received 40 hours of training and are scheduled for 40 additional hours of training with their first year of employment.

TRAINING FOR STAFF TRAINERS:

The Training Staff is actively involved in the pursuit of excellence for themselves as well as other employees. To continue to be able to meet the training needs of the department, the Training Staff has found it necessary to attend a number of Training Programs for Trainers. These programs include: Train the Trainers, Advance Training for Trainer, NRA Firearm Instructors' School.

JOB RELATED TRAINING:

Participating in job related training 25

*Note: Twenty-five employees participated in job-related training at other correctional facilities throughout the State. SMCI has attempted to offer as much on-the-job training to key personnel as soon as possible after employment.

SEMINARS:

Four employees have attended various seminars during the past seven months. These included: Secretarial Seminars, and Access to Court.

OFFENDER SERVICES

Along with a commitment to maintain custody and

control of all offenders, the South Mississippi Correctional Institution is also committed to providing treatment services to offenders in order to give each offender every opportunity to develop his positive attributes.

In order to provide treatment services, the South Mississippi Correctional Institution (SMCI) offers offenders a variety of services throughout various departments such as the Case Management, Law Library, Psychology and Disciplinary Departments. The Legal Claims and Records Departments also provide excellent services for all offenders.

Case Management Department is a branch of Offenders Services and is responsible for individual and group counseling, custody and classification assignments, special needs recommendations, vocational and educational assignments, and community work center recommendations. Case Management Services in conjunction with the Offender Services Department is also responsible to various other departments at SMCI.

The Law Library Department at SMCI is responsible for providing legal assistance to all offenders. The Law Library provides a tranquil environment for inmate use as it relates to exploring legal issues. It also provides necessary legal documents for inmate use in the Law Library.

The Department of Psychology provides for the mental health needs of the inmate population. The department does so with a variety of services. Most frequently the service is psychotherapy for the treatment of behavioral and psychological problems. In addition, the department provides evaluative information to and in the management of problematic cases, crisis intervention, and psychological testing. The services of the department are available by referral from other departments of SMCI or by inmate self-referral. The Psychology Department also sponsors Alcoholics Anonymous Meetings within the institution.

The Department of Psychology works within the team of service providers to obtain a comprehensive picture of the individual in order to better facilitate the personal, vocational, and social adaptability of the inmate client.

The Disciplinary Department is an important part of preparing an inmate to re-enter society. It is necessary because it assists the institutional staff to maintain con-

trol while it reinforces some very important societal rules and values. The Disciplinary Department at SMCI seeks to punish those who are guilty of rule violations while vindicating those who are innocent of alleged charges.

The Legal Claims Department is designed to assist offenders with all grievances. Requests for Administrative Remedy have been replaced by new grievance procedures for inmates at SMCI. The process starts when an inmate submits a grievance to the Legal Claims Adjudicator's Office. The Legal Claims Adjudicator reads the grievance then decides who best can respond or answer the grievance. The grievance is sent to the first respondent, the respondent is required to submit an answer within fifteen days to the Legal Claims Adjudicator. Copies are made of each grievance for records and are kept in the Legal Claims Adjudicator's Office. The original grievance and answer is sent back to the respondent he may appeal or seek a response from a second respondent.

The inmate has a right to seek a third response or a higher opinion. The third request is sent directly from the inmate to the Commissioner of the Department of Corrections.

The Records Department at SMCI files and maintains inmate records. This process is maintained on a daily basis in order that files will always have the most current and accurate information available. Another major concern of the Records Department at SMCI involves insuring that all necessary paperwork is received by SMCI before offenders are allowed to be released for court orders. The discharging and paroling of inmates is also a very important duty of the SMCI Records Department.

CHAPLAIN'S DEPARTMENT

Since the first of May (some after mid April) of 1989 we had weekly worship services conducted in the SMCI Gym and/or Conference Rooms. Services are held in the evening on Saturday and Sundays. At least one service is conducted per week in STU 7 for open P.C.

A weekly Bible Study is conducted in Building 11. An Effective Living Class is conducted on Thursdays. A weekly Prayer Meeting is held in GP-9 Conference Room.

Imam Daud provides instructions weekly on Mondays. The Muslim Faith residents participate in daily prayer time at 1:00 PM and their Jumar every Friday.

Emergency suspensions regarding deaths in families and critical illness are handled frequently, five or six per month. Calls and crises and pastoral counseling on a daily basis.

A three day Revival was conducted by Rev. Gayle Langley in August 1989. A four day Prison Fellowship Seminar was conducted in October 1989.

There are fifteen different volunteer groups who come to SMCI and minister to inmates. Including those of both Christian and Islamic faiths. Special services, such as those by the Moody Brothers and by Mr. and Mrs. William Buckley, are also held.

The Chaplain's Department submits forms and applications to the Superintendent for approval. We coordinate the planning and scheduling of marriages, consistent with availability of the Circuit Clerk of Greene County, and as security permits. This includes providing for the payment and taking of blood tests, marriage licenses, and the Justice of the Peace.

Marriage counseling is provided to couples applying to be married. The Chaplain can meet with the inmate, as well as the intended spouse, when it is feasible to pre-arrange for a regular visiting day.

Starting in May, 1989, the literacy program has been going strong. In a general overview, there have been five tutors and approximately thirty students involved in this ongoing program. For the inmates who are involved, it is a very helpful source of education and many students have increased their reading ability greatly. On September 25, 1989, students who had been faithful in attendance and who had completed certain levels of the course, were transported to Parchman, along with their tutors, and they were all awarded special certificates of achievement by Pat Robertson. The Christian Broadcasting Network (CBN) has generously donated materials for the literacy program, including books, teacher's manuals, learning tapes, and posters for the classrooms. The first of those donated, the "Sing Spell, Read Write" program, and then the "Winning" program (which is designed to help adult learners). CBN also sent a news crew into SMCI to compile a report on the educational program here. This television news report is to be used for commercial breaks during an upcoming Johnny

Cash movie about an illiterate coal miner. The movie will deal with the problem of illiteracy in America.

The Chaplain's Department is active in Mississippi Jails and Prisons Ministry Association (MJPMA) workshops, board meetings and the organization of a pre-release committee.

The Chaplain's Department offers a book-lending library, which includes both religious and non-religious material. There is a audio cassette tape-lending library, which includes spiritual and self-help instruction. Videos are provided periodically and inmates are invited to view them when they are available.

The Chaplain's Department has organized inmates with an aptitude for music into a choir and also a Gospel Band, starting in October 1989.

RECREATION DEPARTMENT

Since April 20, 1989, the Recreation Department has had several programs for the inmate population. Because of our "open yard" policy, inmates in general population status have had full access to the gymnasium for close to eight hours per day. We started our basketball program a little earlier than we had initially planned because our softball field was still under construction. In June we played a Unit basketball tournament that was very successful. We have also had four Inmates Vs Staff basketball games.

In July our softball field was completed thanks to the hard work of our inmate gym workers. We played our first and only softball tournament before the weather changed that turned out to be a big success. We also had one Inmate Vs Staff softball game. We are looking forward to utilizing our new field next year for several more recreational events.

Also, during the last few months, an SMCI band has been organized, which has worked very hard putting music together. During the month of August, after only three months practice, the SMCI band performed it's first concert. The band has performed three successful concerts so far with one being an outdoor concert in which a majority of the inmate population attended and enjoyed. Other band events are scheduled for the near future.

The Recreation Department has recently began the Fall basketball season. We are again conducting a Unit

Round Robin Tournament that will result in a Unit being crowned as champion for the Fall season. The inmate varsity basketball team is scheduled to play 24 "free world" teams during the Fall season. We are in the process of scheduling a basketball tournament to be held at SMCI involving "free world" teams.

The Recreation Department has ordered weights and other recreational equipment. We plan to utilize the weights to organize a weight lifting team. Some other activities we are looking forward to getting started are boxing, flag football, and horseshoe pitching (plastic).

Although the word "we" was used several times in the above report; there is only one staff position within the Department of Recreation. At least one additional position, and if possible two additional positions would help tremendously in helping the Recreation Department operate in a more efficient and effective manner.

SUPPORT SERVICES

The support Services Division of the south Mississippi Correctional Institution is composed of a responsible for the SMCI Post Office, Maintenance Shop, Fire and Safety Inspector, Laundry, and liaison to the Valley Foods personnel in charge of the SMCI Kitchen operation. The SMCI Warehouse Operation and Canteen were under the supervision of Support Services until removed due to orders of MDOC Commissioner, Dr. Lee Roy Black in October of this year.

The SMCI Post Office has one full-time Postal Clerk Supervisor. The Post Office is responsible for all incoming and outgoing mail, mail and package inspection, budgeting of postage needs, delivery of institutional mail, inmate and staff. Despite a shortage of staff in this critical position, there has been a minimum of complaints emerge from the postal operations. A Postal Clerk position has been budgeted for Fiscal 1991. We are optimistic this will be authorized. The SMCI Post Office processes approximately 2,700 pieces of mail weekly and inspects and delivers approximately 482 packages quarterly.

The Fire and Safety Inspector at SMCI is responsible for evaluation of all emergency plans in event of any disaster, natural or otherwise, and for weekly institutional inspections in order to maintain a safe environment for inmates and staff. The Fire and Safety Inspector is responsible for training of inmates as firemen for the institution.

The Fire and Safety Inspector and inmate firemen will provide the first line of attack should a fire occur. The Fire and Safety Inspector serves as liaison officer for Workmen's Compensation Claims, and also is the designated property officer for SMCI. This area currently has authorized staffing of one employee.

Plans are under way to obtain funding for construction of an SMCI Fire Station and purchase of a fire truck. A request is pending before the Mississippi Legislature for those items. Should funding be approved, the material will be used for SMCI and to aid and assist the local volunteer fire departments in this area.

The SMCI Laundry is currently staffed by a correctional officer, as no staff were authorized for this function. The office is under joint supervision of the Chief of Security and the Director of Support Services. The Laundry is responsible for the washing, drying, and sorting of all inmate clothing, sheets, blankets, and jackets, as well as the pressing of some inmate worker's clothes.

Valley Foods, Inc., is directly responsible for staff supervision, the Director of Support Services primarily serves as a liaison between the food service and the institution. Assistance is given in budgeting, security needs, and inmate classification needs. No major problems have arisen from the area of food services since receiving inmates. Some minor problems have occurred due to this being a new institution and this being the first prison Valley Foods, Inc. has serviced. Most problems have been alleviated since we have been in operation for over six months.

SMCI Warehouse operations were under the direction of the Director of Support Services until October of 1989, as a result of supplies and equipment being received for SMCI. The SMCI Warehouse was responsible for the receiving of all goods for later distribution. The Warehouse was first located in an old factory building in Leakesville, MS. When construction of the prison was completed, the warehouse was moved to the Vo-Tech Building until the main warehouse shelves were erected. The warehouse was then moved to its permanent place.

The SMCI Warehouse is staffed by two employees. The Warehouse Manager and Warehouse Clerk supervise approximately six inmate workers on a daily basis. The warehouse is responsible for all janitorial supplies, office supplies, staff uniforms, inmate clothing and all other items received from vendors.

The warehouse is responsible for preparation of receiving reports, merchandise inventory, and other accounting procedures. The SMCI Warehouse, despite two relocations, has accounted for all materials and supplies since prior to opening.

In November, the SMCI Warehouse will go to the Automated Inventory Accounting System. Through the use of computers, an electronic accounting of all merchandise will be possible. This system should facilitate excellent records on incoming and outgoing merchandise.

The SMCI Canteen was under Support Services for a very short period of time. Due to this fact, this narrative shall state only that a full service Canteen is staffed by two employees at SMCI. These positions are Canteen Manager and Canteen Clerk. A full line of food and health items are for sale. One note of difference is that SMCI works on a cashless basis.

No inmate has money, so his account is debited as he makes purchases. A computer should be in place by December to replace the manual process now used.

VOCATIONAL EDUCATION

The Vocational Education Department is not in operation presently. It is expected to be fully operational by June 1990. It is expected that approximately 172 inmates will be enrolled in either academic or vocational programs at SMCI. In addition to the Adult Basic Education (ABE) and the General Education Development (GED) programs, a variety of vocational training programs will be offered. These programs are: Welding, Pipe Fitting and Plumbing, Auto Body/Paint, and General Mechanics.

The Vocational Education Director came on board in August 1989 and one Vocational Counselor and four Academic Teachers have since been hired. Six Vocational Instructors are expected to be in place by mid April 1990. We are also looking forward to the possibility of expanding the Vocational Education Department to include more vocational training programs.

MAINTENANCE DEPARTMENT

In the formation of the South Mississippi Correctional Institution, the Maintenance Department was set up with the employee structure of Facilities Maintenance

Superintendent, four Maintenance Supervisors and one Repairman II. The Maintenance Department was established for the responsibility of preventive and emergency maintenance of the South Mississippi Correctional Institution. The categories of specialization are:

1. Automotive Supervisor: Whose duties are to be the supervisor of inmate labor in the performance of maintenance and repair of state vehicles for SMCI.
2. Plumbing Supervisor: Whose duties are to be the supervisor of inmate labor in the performance of duties in relation to preventive and emergency repair of plumbing and heating systems at SMCI.
3. Electrical Supervisor: Whose duties are to be the supervisor of inmate labor in performance of maintenance and emergency repair of electrical systems and operations at SMCI.
4. Carpentry Supervisor: Whose duties are to be the supervisor of inmate labor in the performance of maintenance and repair of buildings of SMCI.
5. Repairman II: Whose duties are to help supervisors with actual work in sensitive areas of the compound and help with the daily supervision of maintenance activities.

This system has operated with a very satisfactory degree of efficiency and promptness regarding the attention of discrepancies of operation and mechanical depreciation.

In addition the normal maintenance duties of this department, we have also been able to assist the school system with the maintenance of school buses which includes cleaning, painting, minor body work and minor upholstery work. To show their appreciation for this help, the school system donated two of their older buses to SMCI. These buses are presently being reconditioned and made secure by the automotive shop to enable their use by the Road Gang and Woods Crew of SMCI. This action shows a positive effect on the community by SMCI and our Maintenance Department.

As with any new facility, many minor problems were encountered at the start up of the Institution. Actions

on these items have refurbish and renovate a series of patrol cars for continued operation with a much depreciated cost as compared to the acquisition of new state vehicles. It is our hope that this involvement by the SMCI Maintenance Department will lead to the establishment of an industrial repair system for state properties. Not only would this prove to be an asset to the employees of SMCI, but it would provide a substantial savings to the taxpayers of the state of Mississippi.

Construction of personnel housing units are in the process of being constructed by the Carpentry Maintenance Department with support from the mechanical units of the Maintenance Department. These housing units are proceeding at a rate to be compared as favorable to outside contractual services and with a quality control and achievement that has met and surpassed the expectations of all personnel involved.

Construction has begun on a Canine Housing Unit and Office Facility which should be an additional asset to the SMCI Institution with a minimal expenditure of funds.

These projects are being accomplished by the Maintenance Department with pride and a sense of achievement, but not without a certain degree of hardship. At the present time, we are enjoying the use of the Vocational Technical Training Facility to aid in the implementation of these projects. It is our understanding; however, that this unit will not be at our disposal in the near future. In regard to this information, we need a support system building to enable the operation of this department at a maximum efficiency.

As may be verified by compensating time reports, those projects have been at a cost of many additional man hours by both the Maintenance Department and the Maintenance Supervisors. In an effort to minimize this and to ensure the continued progress and monetary savings to the Department of Corrections from implementation of these type of projects, it is requested that the additional positions of two Maintenance Supervisors be added.

These positions would be used to enable the constructions of additional buildings, renovation of existing buildings to increase housing capacity and the upkeep of the present facility.

With the procurement of these additional positions, it

should be no problem in constructing the above requested Support Facilities Building through the Maintenance Department of SMCI with the use of inmate labor.

INTERNAL AFFAIRS

The Internal Affairs department has been very busy at SMCI. During the months of July, August and September, as a result of mail interception and inmate and visitor searches, the following were confiscated:

123 Altered Postal Money Orders
12 Unaltered Postal Money Orders
24 American Express Money Orders
\$15,358.00 in cash and property
One (1) ounce of cocaine
Several small amounts of marijuana

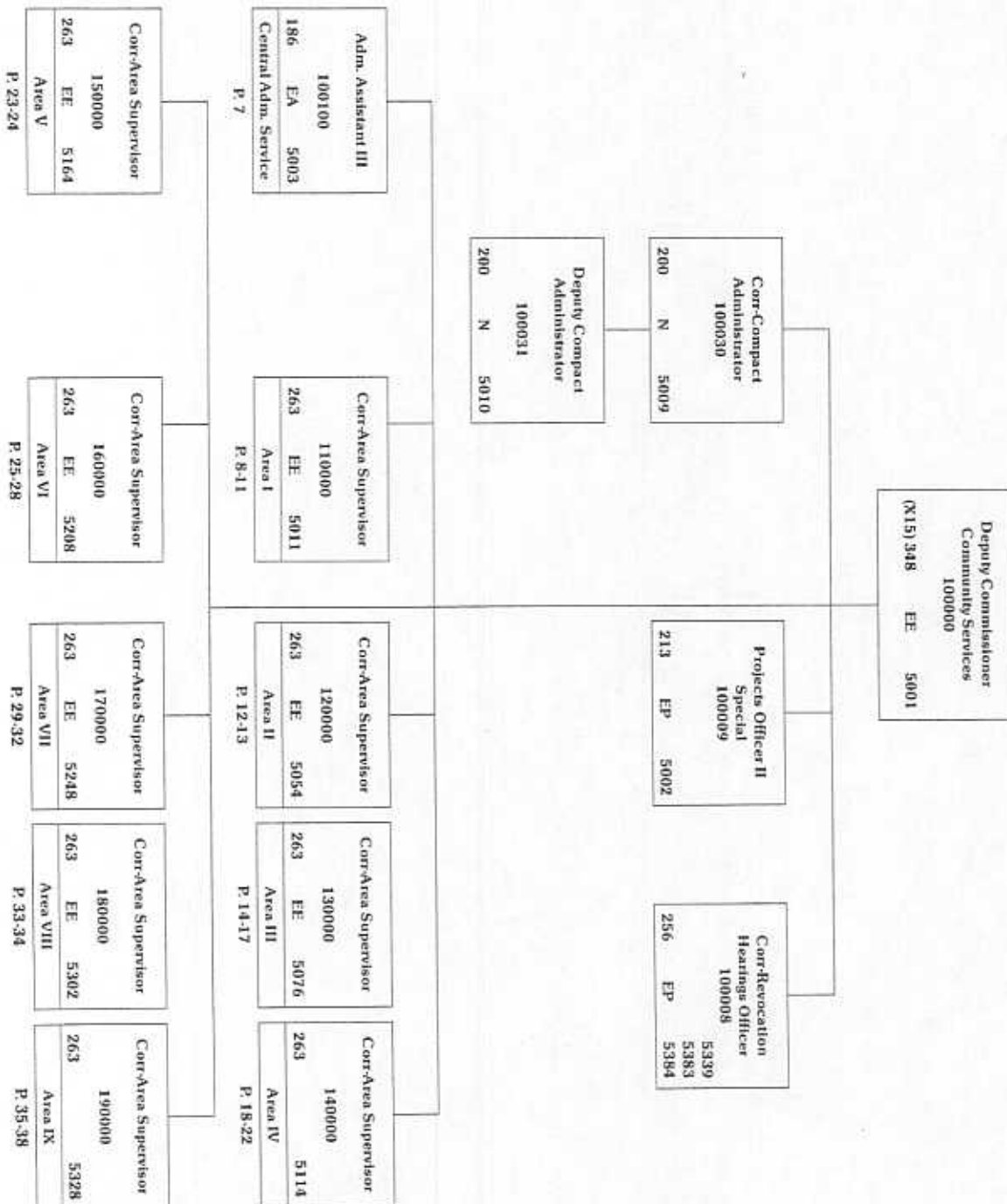
Also, working tips from our Internal Affairs Department, Postal Inspectors have recovered approximately thirty five thousand \$35,000.00 in cash that was a direct result of the Money "Order" scam. Another thirty five thousand \$35,000.00 has been intercepted as a result of monitoring inmate telephone activity.

As you can see by the large amounts of items listed above, the Internal Affairs Department is definitely being kept quite busy deterring illegal activity. Because the department has only one person (Special Investigator), an additional position would be helpful in allowing us to stop even more illegal activity that is going on at SMCI.

The South Mississippi Correctional Institution is the epitome of modern technology. We have the latest in equipment and a superior staff that is dedicated to providing a strong correctional environment with programs that are conducive to rehabilitation. As time goes on, the institution expects to grow and develop additional programs for the convicted offender that will assist in making the transition back into the community a smoother process.

Division of Community Services

COMMUNITY SERVICES
DEPUTY COMMISSIONER
 Mississippi Department of Corrections
 Agency: 0551
 FY 89
 Prepared June 1, 1988
 Page 6 of 133 Pages





JOHN GRUBBS
Deputy Commissioner

ORGANIZATION

The Division of Community Services is responsible for the supervision of offenders placed on probation, inmates released from incarceration by parole or other early release, offenders housed in Restitution Centers, and inmates confined in Community Work Centers.

The Division is directed by a Deputy Commissioner appointed by the Commissioner of Corrections. The Deputy Commissioner's staff is composed of an Administrative Assistant, a Special Projects Officer, a Secretary Principal, nine Area Supervisors, three Hearing Officers, a Compact Administration Staff, and Records Staff. The Deputy Commissioner's Office is located at 723 North President Street, Jackson, Mississippi. Supervisory personnel and Hearing Officers are located throughout the state.

Each Area Supervisor is responsible for all Division activities in a specific geographic area of the state. These responsibilities include General Field Services, Drug Identification Programs, Pretrial Diversion Programs, a House Arrest Pilot Program, Community Work Centers, and Restitution Centers.

The Division is composed of 447 employees and has an annual operating budget of Eleven Million Three Hundred Twenty-Four Thousand Four Hundred Seventy-Five Dollars (\$11,324,475.00).

GENERAL FIELD SERVICES

General Field Services is charged with the responsibility of providing supervision for inmates released from incarceration to Parole, Supervised Earned Release, Work Release, and Gubernatorial Suspension. In addition, the Division provides supervision of offenders who have been placed on probation by the court.

Direct supervision of offenders is provided by Field Officers. The purpose of such supervision is to assist the offender in becoming an accepted member of the community and to monitor the offender's activities in an attempt to minimize risk to the community in which he resides. Each offender is evaluated and key factors necessary to community reintegration are identified. Individual programs of treatment and supervision are designed and implemented by the field officer and offenders report and participate as directed.

Field Officers also serve as officers of the court. They conduct presentence investigations, issue warrants, and initiate and participate in revocation hearings.

Field Officers are designated peace officers and have all the rights and responsibilities of law enforcement officers.

Field Officers assist both penitentiary personnel and the Parole Board by completing offense investigations, employment and residence investigations, and post-sentence investigations.

Field Officers collect a supervision fee of \$15.00 per month from each offender under supervision, and monitor the collection of restitution, court cost, fees, and fines.

In FY 90, Ninety-Eight (98) Field Officers supervised a monthly average of Nine Thousand Four Hundred Ninety-Seven offenders on probation, parole, and other types of early release. They collected One Million One Hundred Nine Thousand Three Hundred Sixty Dollars (\$1,109,360.00) in supervision fees. Officers not handling a specialized caseload had an average of Ninety-Four offenders under their supervision.

Area offices are located in Cleveland, Tupelo, Greenwood, Jackson, Brandon, Natchez, Hattiesburg, Gulfport, and Pascagoula.

COMPACT SERVICES

The State of Mississippi participates in the Interstate compact for Adult Offenders. Under the terms of the Compact, Mississippi provides courtesy supervision to probationers and parolees from other states in exchange for courtesy supervision of Mississippi offenders residing in other states. Each state designates an Interstate Compact Administrator to handle all requests for offenders to transfer into or out of the state. The Mississippi office of Interstate Compact consists of the Interstate Compact Administrator a Deputy Interstate Compact Administrator, and one clerical position.

A request for a Mississippi offender to leave the In FY89, a monthly average of Nine Hundred Twenty-Two offenders supervised on compact probation and parole in this state. One Thousand Two Hundred Ninety-Six Mississippi offenders were supervised in other states.

DRUG IDENTIFICATION PROGRAM

This program was implemented in response to an increase in the number of crimes committed by individuals while under the influence of alcohol and drugs. The goals of the Drug Identification Program are to identify offenders under supervision who habitually abuse alcohol and drugs and to provide them with special services designed to assist them in reducing and eventually eliminating that abuse. Such special services include intensive supervision, counseling, home and work visits, and urinalysis.

Offenders are assigned to a special case officer who develops a reporting and urinalysis schedule for the offender. The officer visits the offender at home and at work and assists in placing the offender in counseling and therapeutic programs.

All offenders assigned to the program are required to submit to urinalysis on a scheduled basis. Failure of an offender to submit to urinalysis is considered a violation of the terms of supervision.

While in the program, the offender is required to pay a monthly supervision fee of \$15.00 and a \$10.00 fee for each urinalysis that indicates alcohol or drug use.

Upon successful completion of program requirements, the offender is released to regular field supervision.

The Field Officer will continue urinalysis screening to insure offender remains drug free.

In FY 90, Drug Identification Officers supervised a monthly average of Two Hundred Forty-One offenders on probation and parole.

Drug Identification Officers are located in Greenwood, Jackson, and Biloxi. In addition, a Laboratory Technician and Lab are located in nine areas of the state. They are responsible for urinalysis screening of program participants, other offenders supervised by Field Officers, and inmates housed in Community Work Centers and Restitution Centers.

PRETRIAL DIVERSION PROGRAM

The Pretrial Diversion Program is an alternative to felony conviction in which a defendant must voluntarily submit to a period of supervision which results in the dismissal of the charge if successfully completed.

Community Services provides field personnel to screen for eligibility and supervise defendants referred to the program by the Office of the District Attorney.

To be eligible for the Diversion Program a defendant must be age 18 or older, have a nonsignificant juvenile record, be indicted, and be a first offender of a nonviolent crime.

A defendant is placed in the program under supervision for six months to three years. The offender makes restitution; pays attorney fees and court costs; performs community service work; is gainfully employed or in school; and participates in counseling sessions.

Termination from the program is made in court by a motion from the Office of the District Attorney.

In FY90, Field Officers supervised a monthly average of Seventy-Three offenders on Pre-Trial Diversion. Programs are located in Jackson and Biloxi.

House Arrest Pilot Program

This pilot program was implemented to test the effectiveness of placing inmates, who ordinarily remain incarcerated, back in their homes in the labor force, with the assistance of electronic monitoring and intensive supervision. Strict criteria was set which eliminates violent and sex offenders, as well as problem offenders from participating in the program. This program is im-

portant in that its success could mean a viable way of vacating prison beds for higher risk offenders.

Due to the nature of grant monies used to finance this pilot program, it was restricted to drug offenders. The offenders were restricted to their homes unless at work or participating in self-help classes/meetings. Adherence to this condition of release was enforced through the use of electronic bracelets worn by the offenders and monitored by a computer and Field Officer. In addition, an officer carrying a small caseload provided individual counseling, made frequent residence and employment visits, coordinated appropriate self-help meetings, and screened weekly for alcohol and drug usage.

Nineteen offenders were supervised on House Arrest during FY89.

COMMUNITY WORK CENTERS

A Community Work Center is a community based program designed to provide a gradual, systematic reintroduction of an offender into community life. Minimum risk inmates who have gone through an extensive screening process are placed in a Community Work Center for the remainder of their sentence.

Minimum custody inmates assigned to these centers provide labor at no cost to state, county, and city units of government. During a normal forty hour week they perform a wide range of tasks in areas ranging from bridge repair and road work to water, sewer and sanitation details. In FY 89, inmates assigned to the seventeen (17) Community Work Centers saved local units of government almost Six Million Seven Hundred Fifteen Thousand Twenty-Eight Dollars and Ten Cents (\$6,715,028.10) in free public service work.

Inmates assigned to centers are under supervision at all times. While in the centers, twenty-four hour supervision is provided by the staff; while working, supervision and transportation are provided by the public agency.

Priority for placement in Community Work Centers is given to inmates convicted of nonviolent crimes. No inmate may be assigned to a center who has originally been sentenced to be executed, has an active felony detainer for a violent crime, has been convicted of a crime against a law enforcement officer, has been con-

victed twice of violent crimes, or has been convicted of a sex related crime.

The Community Work Centers are designed to facilitate the inmates reentry in society. Programs available are alcohol and drug counseling, individual counseling, group counseling, recreation, religious programs, and GED test preparation.

Community Work Centers are important because they are less expensive to operate than a prison. The use of CWC's to house minimum risk inmates free much needed prison bed space to house higher risk inmates. In FY 89, the monthly average of inmates housed in Community Work Centers was One Thousand Forty-Three.

Community Work Centers are located in Calhoun, Alcorn, Yazoo, Warren, Pike, Simpson, Forrest, Harrison, Jackson, George, Bolivar, Madison, Leflore, Wilkinson, Jefferson, Washington, and Quitman Counties.

RESTITUTION CENTERS

A Restitution Center is a community based intervention program serving as a diversion for marginal risk offenders from incarceration in a State Penitentiary.

To be admitted to the center, offenders must be adult, must not have committed a violent or sex related crime, have no lengthy criminal record, and must be employable.

Upon commitment, a new resident is permitted a brief period of adjustment and orientation to the center's routine. At this time, the center's counseling staff works closely with the new resident to establish goals which are expected to be achieved during residency.

The centers strive to create a sense of responsibility on the part of the resident, to enhance his self-esteem, and to encourage good work habits.

Internal programs include individual counseling, group counseling, personal adjustment training, life skills, recreation, religious programs, and alcohol and drug counseling.

External programs include Adult Basic Education, GED test preparation, vocational training, alcohol and drug counseling, and mental health services.

The residents are required to remain at the center except while they are working, have been given a pass, or are attending programs in the community. In all cases, when a resident leaves the center, he logs his time of departure and an estimated time of return. Any deviation makes the resident subject to disciplinary action.

Each resident is assisted in obtaining fulltime employment in the community. After employment is obtained, he is required to pay: restitution to crime victims, court costs and fines, room and board at the center, medical bills, and family support. In addition, he is required to perform at least forty hours of community service work while residing in the center.

Upon successful completion of the center the resident is transferred to the local field office for supervision for the remainder of the probationary sentence. Failure to successfully complete the center can result in the original penitentiary sentence being imposed.

In FY 89, the monthly average of offenders residing in Restitution Centers was One Hundred Forty-One. Their gross earnings for the year was Seven Hundred Forty-Three Thousand Four Hundred Seventy-Four Dollars and Sixty-Eight Cents (\$743,474.68). Of that amount One Hundred Three Thousand Five Hundred Eighty-Three Dollars and Four Cents (\$103,583.04) was allocated to restitution for crime victims, One Hundred Eighty-Three Thousand Thirteen Dollars and Seventy-Three Cents (\$183,013.73) to court costs and fines, and One Hundred Eighty-Eight Thousand Two Hundred Thirty Dollars and Fifteen Cents (\$188,230.15) to the Department of Corrections for room and board. The Remainder went for family support, personal allowances, and offender holding accounts.